[Below is a template for the pay equity plan that employers can use. It's customizable. Just follow the instructions in brackets, delete them when you're done, click on the areas where you can fill in information, customize tables, add your own text, and so on.]

# Name of Organization: [Put the name of the employer here]

# Pay Equity Plan [Select the version that applies Draft or Final]

**The purpose** of this document is to meet legislative requirements concerning the posting of either a draft or final pay equity plan.

**POSTING DATE:** **[Insert date here]**

**Number of pay equity plans [Act s. 51(a)]**

**Number of pay equity plans: [Put the number here]**

**Multiple pay equity plans [remove this box if not applicable]**

**Did you receive authorization from the Pay Equity Commissioner to have multiple plans?**  [Select the option that applies: Yes or No]

**On what date did the Pay Equity Commissioner authorize you to have more than one pay equity plan?** [Insert date here]

**Number of Pay Equity Plans: [Put the number here]**

**List the name of each pay equity plan:**

**Number of employees [Act s. 51(b)]**

**Number of employees: [Put the number of employees here]**

**Pay Equity Committee [Act s. 51(c)]**

**Are there any unionized employees in your workplace?** [Select the option that applies: Yes or No]

**Was a Pay Equity Committee established?** [Select the option that applies: Yes or No]

**If yes:**

[ ]  The Pay Equity Committee meets the requirements under s.19(1) of the

Act.

[ ]  We received authorization to establish a Pay Equity Committee with

different requirements than those provided in section 19 of the Pay Equity Act.

**Deadline for Posting the Final Pay Equity Plan** [choose the option that applies to you and delete the rest.]

**Deadline: I was a federally regulated employer when the Pay Equity Act came into force on August 31, 2021.**

**This final pay equity plan is posted in accordance with all my obligations, completed within the required three-year timeframe and respects the deadline of September 3, 2024 [Act s.55(1)].** [Select the option that applies: Yes or No]

**This final pay equity plan meets all the legislated requirements outlined in the Act [Act. S.58].** [Select the option that applies: Yes or No]

**Deadline: I was a federally regulated employer AFTER the Pay Equity Act and Regulations came into force on August 31, 2021.**

**I became subject to the Pay Equity Act and Regulations on:** [Insert date here]

**This final pay equity plan is posted in accordance with all my obligations, completed within the required three-year timeframe from when I became subject to the Act and respects the following deadline:** [Insert date here]

**This final pay equity plan meets all the legislated requirements outlined in the Act [Act. S.58].** [Select the option that applies: Yes or No]

 **Deadline: I received authorization from the Pay Equity Commissioner to be part of a Group of Employers [Act s.4(4)].**

**Date on which the Pay Equity Commissioner determined the group to become subject to the Act [Act s. 106(2)]:** [Insert date here]

**Date of the three-year deadline for posting the final pay equity plan based on the Pay Equity Commissioner’s determination [Act s.55(1)]:** [Insert date here]

**All employers in this group have posted this final version of the pay equity plan on the same day [Act s. 55(2)]:** [Select the option that applies: Yes or No]

**This final pay equity plan is posted in accordance with all my obligations and within the three-year deadline [Act s.59].** [Select the option that applies: Yes or No]

**Deadline: I am an employer that was previously provincially regulated in a province that required establishing a pay equity plan [Act s.94(1)].**

**I became federally regulated after the coming into force date of August 31, 2021.**

**I became subject to the Pay Equity Act and Regulations on:** [Insert date here]

**This final pay equity plan is posted in accordance with all my obligations, completed within the required 18-month timeframe, and respects the following deadline [Act s. 94(1)(b)]:** [Insert date here]

**This final pay equity plan meets all the legislated requirements outlined in the Act [Act. S.58].** [Select the option that applies: Yes or No]

**Deadline: I received authorization from the Pay Equity Commissioner to extend the deadline for posting the final pay equity plan [Act s.57].**

**Date on which the Pay Equity Commissioner authorized the request:** [Insert date here]

**New deadline for posting the final pay equity plan, authorized by the Pay Equity Commissioner:** [Insert date here]

**This final pay equity plan is posted in accordance with all my obligations [Act s. 58] and within the deadline granted by the Pay Equity Commissioner [Act s.57(2)(b)].** [Select the option that applies: Yes or No]

## Job Classes

[Directions: Revise the table below to reflect your workplace. Rows can be added.]

The table below identifies all the job classes to which this pay equity plan relates. It also identifies which job classes are predominantly male or predominantly female.

|  |  |  |
| --- | --- | --- |
| Job class [Act s. 51(d)] | Predominantly female [Act s. 51(e)] | Predominantly male [Act s. 51(f)] |
|  |  |  |
|  |  |  |
|  |  |  |

## If applicable– Groups of Job Classes Treated as a Single Predominantly Female Job Class [Act s. 51(g)]

[Directions: Please remove this section if you do not have any groups of predominantly female job classes or revise the table below to reflect your workplace. Rows can be added.]

The table below identifies all the job classes that form the groups of predominantly female job classes created and the job class used as a comparator for the purpose of determining the value of work [Act s. 41(3)] and the calculation of compensation [Act s. 44(2)] for each group of job classes.

|  |  |  |
| --- | --- | --- |
| Predominantly female group of job classes | Predominantly female job classes forming the group | Job class used as the comparator for the group |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

##  Job Evaluation Method [Act s. 51(h)]

[Directions: Revise the table below to reflect your workplace. Rows can be added.]

The value of work for every predominantly male and female job class was established using the [insert the name of the job evaluation method used here].

[Directions: Please include a description of the job evaluation method used. This description may include:

* Title of the method used.
* Rationale for using this method.
* Other methods considered.
* How the method meets the two criteria provided by the Act [s. 43]:
	+ The method does not discriminate on the basis of gender.
	+ The method makes it possible to determine the relative value of the work performed in all the predominantly female and predominantly male job classes.
* The value accorded to each factor analyzed. For example, if you used the Point and Factor Method, you may include the percentage of weighting assigned to each factor and sub-factors valued.]

The table below presents the results of that evaluation:

|  |  |  |
| --- | --- | --- |
| Job class | Gender predominance | Value of work (score) |
|  |  |  |
|  |  |  |
|  |  |  |

## Exclusions from Calculating Compensation [Act s. 51(i)]

[Directions: Revise the table to reflect your workplace. Rows can be added.]

The table below presents the differences in hourly compensation that were excluded from the calculation of total compensation based on section 46 of the Pay Equity Act.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job class | Gender predominance | Exclusion factor | Difference in compensation (dollars per hour) | Rationale |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Comparison of Compensation [Act s. 51(j)]

The [Insert the name of the comparison of compensation method used here] was used to compare the predominantly male and female job classes.

### 7.1. Description of method used to compare compensation

**Equal average method**

[Directions: If the **equal average method was used**, include the following description. Please remove this text if not applicable]

The equal average method aims to compare the **average** total compensation of all predominantly female and predominantly male job classes within a particular range or value of work bands.

Here are the steps to follow to apply the equal average method:

* Create ranges (“bands”) that cover all the possible values of work for the workplace and place predominantly female and predominantly male job classes into the appropriate band according to their job value.
* Calculate and compare the average total compensation (in dollars per hour) of predominantly female job classes and predominantly male job classes in each band.
* Determine whether an increase in compensation is owed for each predominantly female job class.
* Calculate the increase in compensation owed to predominantly female job classes in each band, as applicable.

**Equal line method**

[Directions: If the **equal line method was used**, include the following description. Please remove this text if not applicable.]

The equal line method uses **regression lines** to compare the total compensation of predominantly female and predominantly male job classes.

Here are the steps to follow to apply the equal line method:

* Plot all the predominantly female and predominantly male job classes on a chart according to their total compensation in dollars per hour (y-axis) and their value of work (x-axis).
* Create two regression lines: a female regression line using the points plotted for the predominantly female job classes and a male regression line using the points plotted for the predominantly male job classes.
* Determine whether an increase in compensation is owed for each predominantly female job class.
* Calculate the increase in compensation owed to predominantly female job classes, as applicable.
* Confirm whether the two regression lines coincide after applying the increases in compensation.

### Other method

### [Directions: If neither the equal average nor the equal line method was used, explain why and describe the method that was used.Please remove this box if not applicable.]

[Directions: Choose the situation that applies to you and delete the text that does not.]

If you **have a Pay Equity Committee**, give a brief description of which method you're using to compare compensation, including:

* The method's name and why you picked it.
* The main steps for comparing pay with this method.
* Where to find more details about the method.

If you **don't have a Pay Equity Committee**, give a brief description of which method you're using to compare compensation AND include the date you got permission from the Pay Equity Commissioner to use a different method:

* The method's name and why you chose it.
* The date the Pay Equity Commissioner approved it.
* The main steps for comparing compensation using this method.
* Where to learn more about the method.

### 7.2. If applicable – Additional information to include when there are no predominantly male job classes in the workplace [Regulations s. 30]

[Directions: Please remove this section if there are predominantly male job classes in your workplace.]

### The following method was used to create male comparators: [Indicate the method used by using the check boxes below].

### [ ]  The other employer method as per s. 19(1)(a) of the Pay Equity Regulations.

|  |
| --- |
| Name of the employer who provided the data: |

|  |
| --- |
| List of the job classes selected: |
|  |
|  |
|  |
|  |
|  |

[ ]  The typical job classes method as per s. 19(1)(b) and Schedule 1 of the Pay Equity Regulations.

The male job classes used for the comparison are provided in the Schedule entitled “[Typical Job Classes” of the Pay Equity Regulations](https://laws-lois.justice.gc.ca/eng/regulations/SOR-2021-161/page-5.html#h-1303006).

### 7.3. Results of the comparison of compensation

[Directions: You may present the results of the comparison of compensation in a table, as an annex, as a link to an Excel sheet, etc.]

### Below are the results of the comparison of compensation:

[Insert table, annex, link to Excel sheet, etc. here]

## Female job classes requiring an increase in compensation [Act s. 51(k)]

[Directions: Revise the table below to reflect your workplace. Rows can be added.]

The following table indicates each predominantly female job class that requires an increase in compensation, the dollar amount of the hourly adjustments required under the Pay Equity Act, and how the compensation in each job class will be increased:

|  |  |  |  |
| --- | --- | --- | --- |
| Job class | Gender predominance | Amount of Hourly Adjustment ($) | How each increase will be made (e.g through wages, benefits, etc.) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

The **Notice - Increasing Compensation** will be posted **before the date** on which any increases in compensation are payable.

## Date on which increases in compensation are payable [Act s.51(l)]

[Directions: Include the hyperlink to the **Notice - Increasing Compensation** you created or make sure it is visible if printed and in close proximity to this pay equity plan]

Increases in compensation owed become payable the day after the final version of the pay equity plan is posted [Act s. 61(1) and 62(1)].

The adjustments can be made in one single payment, or they may be phased in (multiple payments), if the total amount in dollars in compensation required to be paid by the employer is more than 1% of the employer’s payroll for the previous fiscal or calendar year.

[Choose the option below that applies to you]

[ ]  Increases in compensation are payable as of: [Insert date here]

OR

 [ ]  A first phased-in increase in compensation is payable as of: [Insert date here]

Interest accrues on all amounts that are not paid on time [Act s.97].

In situations where an employer has received authorization to extend the deadline for posting a final pay equity plan, interest must be calculated and paid on all lump sums owed [Act s. 62 (2), (3) and (5)].

Please note that the Act **does not** provide the Pay Equity Commissioner with the power to waive interest amounts or extend the deadlines by which they must be paid.

Please refer to the **Notice - Increasing Compensation** for more information.

## Dispute resolution [Act s. 51(m)]

[Directions: Please include hyperlink or provide a paper copy of the **Notice - Right to Provide Comments on the Draft Pay Equity Plan** referred to in this section.]

If employees or bargaining agents disagree with the results from the draft pay equity plan, they can send their concerns to the employer. This is explained in the **Notice - Right to Provide Comments on the Draft Pay Equity Plan**.

Employees, non-unionized employee representatives and bargaining agents have options for dispute resolution:

**Employee actions**:

|  |  |
| --- | --- |
| **Action** | **Procedure** |
| Notice of Objection | If an employee disagrees with any part of an employer-led pay equity plan or update, they can submit a notice of objection to the Commissioner within 60 days of the plan's posting. |
| Notice of Objection | If represented by a bargaining agent, the employee must notify the agent to file the objection. |
| Notice of Objection | Employees represented by a pay equity committee can't file objections with the Commissioner; they should share concerns with their committee representative. |
| Complaint | Employees can file a complaint with the Commissioner if they believe the Act has been violated, there's interference in committee selection, bad faith actions, or reprisals. |
| Complaint | Non-represented employees facing unfair treatment related to pay equity matters can directly contact the Commissioner to file a complaint. |

**Non-unionized employee representatives:**

|  |  |
| --- | --- |
| **Action** | **Procedure** |
| Notice of Matters in Dispute | In cases where representatives of the employer and employees cannot agree at any step related to developing or updating the pay equity plan, non-unionized employee representatives can notify the Commissioner and must inform the other committee members that the Commissioner has been notified. |

**Bargaining agents:**

|  |  |
| --- | --- |
| **Action** | **Procedure** |
| Notice of Matters in Dispute | In cases where representatives of the employer and employees cannot agree at any step related to developing or updating the pay equity plan, bargaining agents can notify the Commissioner of a “matter in dispute” and must inform the other committee members that the Commissioner has been notified. |
| Notice of Objection | If a plan is employer-led and objected by the bargaining agent, they can file a notice of objection with the Commissioner within 60 days of the plan's posting (e.g. In scenarios where permission was granted to develop a plan without a committee). |
| Complaint | Bargaining agents can file a complaint for violations of the Act, employer interference in committee selection, or bad faith actions. |

If you think any of the situations above apply to you, you can submit a [request for information](https://www.payequitychrc.ca/en/resources/pay-equity-portal) through the Pay Equity Portal to the Office of the Pay Equity Commissioner.

## Employer Obligations – Establishing a Pay Equity Plan

The purpose of the Act is to redress systemic gender-based discrimination in employers’ compensation practices and systems. The Act ensures that people in an organization working in jobs that are commonly held by women are receiving the same pay as people working in jobs of equal value commonly held by men [Act s. 2].

**Federally regulated employers** with an average of 10 or more employees are subject to the Pay Equity Act (Act).

The development and maintenance of a pay equity plan allows employers to identify and address any pay inequities that might exist in their workplace.

Employers must post a draft of the pay equity plan along with the **Notice - Right to Provide Comments on the Draft Pay Equity Plan**. Employers must give employees 60 days to submit comments on the draft pay equity plan and employers or pay equity committees must consider these comments before completing and posting the final pay equity plan.

Once the final version of the pay equity plan has been posted, employers must correct pay equity gaps. They must do this the day after posting the final pay equity plan by increasing the compensation of employees in female job classes that are not receiving equal pay for work of equal value.

Employers may be allowed to phase in these increases in certain circumstances.

Employers and pay equity committees are required to keep all records, reports, electronic data, or other documents related to the establishment of the pay equity plan [Act s. 90(1)(b)].

## Employee Rights

[Choose the options that apply to you and delete the others to fill in the statements below.]

This draft / final pay equity plan must be posted in the employer's workplace, as required by [Indicate the section of the Act that applies by using the check boxes below].

[ ]  Section 52 – Draft pay equity plan

[ ]  Section 53 – Draft pay equity plan: Group of employers

[ ]  Section 55(1) – Final version: Three-year maximum

[ ]  Section 57(2) – Final version: Extension to deadline authorized by Pay Equity Commissioner

[ ]  Section 94(1)(b) – Final version: Provincial business

It must be posted in printed and/or electronic form and in such a way as to be readily available to all employees [Regulations s. 3].

This draft / final pay equity plan must be posted in a form that is accessible to all employees [Regulations s. 4].

If the draft / final pay equity plan is posted in electronic form, the employer must provide any necessary information to employees to enable them to access the document [Regulations s. 5].

An employer, bargaining agent or any other person acting on their behalf cannot penalize employees for exercising their rights under the Pay Equity Act [s. 102 and 103].

No complaint can be made against and no notice of violation can be served on the employer for failing to pay any increase owed for the first 90 days after it was owed [Act s. 96]. This does not, however, prevent interest from accruing [Act s. 97(1)].

To know more about employer, bargaining agent and employee rights and obligations, visit the [Office of the Pay Equity Commissioner’s website](https://www.payequitychrc.ca/en).

You can also contact the Office of the Pay Equity Commissioner by phone at the National Call Centre:
Toll Free: 1-888-214-1090

TTY: 1-800-465-7735

Hours of operation:

Monday to Friday, 8:00 a.m. to 8:00 p.m. (Eastern Time)