



Do You Understand Pay Equity in Quebec?

Understanding your obligations is key



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All public sector organizations and private sector firms with 10 or more employees are required to comply with Quebec's pay equity laws.

Pay equity has been in place in Quebec since 1996, and employers should be aware that the Quebec Pay Equity Commission can order substantial retroactive pay awards and additional fines and penalties if it finds a violation.

WHAT IS PAY EQUITY?

Pay equity laws help ensure workers are paid the same for work of equal value, regardless of their gender. Unlike equal pay for equal work, which requires the same pay for men and women doing the same job, this legislation looks at classes of jobs done primarily by men, compared with equivalent classes of jobs done primarily by women in a specific organization.

Complying with pay equity requirements in Quebec can be time consuming and complex. Organizations that are subject to the Pay Equity Act must either:

- ✓ Establish a pay equity plan; or
- ✓ Determine the adjustments in compensation to close wage gaps between female-dominated job classes, and male-dominated job classes.

If you have not performed or completed your first pay equity exercise, you may be ordered to pay retroactive salary adjustments as well as substantial penalties. If you have more than 50 employees, you may be subject to additional obligations.

Steps for Staying Compliant

- ✓ Identify any changes in your organization since the last pay equity exercise.
- ✓ If you have not done a pay equity exercise before, this is the perfect time to start.
- ✓ Be sure to submit a pay equity report.
- ✓ Determine the job classes and gender predominance in your organization, by grouping roles which have similar duties and responsibilities, qualifications, recruiting procedures, and the same compensation schedule, salary range or range of salary rates.
- ✓ Identify the gender for each job class (female, male or gender-neutral).
- ✓ Determine job rates using the highest rate of compensation for each job class, including all payments and benefits.
- ✓ Conduct a job evaluation and job analysis based on skill, effort, responsibility and working conditions.
- ✓ Have a solid system for managing documents.
- ✓ A Pay Equity Declaration must be filed with the Quebec government every year.
- ✓ A Pay Equity Review must be completed every five years.

For compliance information, best practices and resources visit adp.ca

ADP Can Help

A job evaluation system is complex, and conducting pay equity analysis is no easy task.

ADP has tools and solutions to help you manage HR compliance requirements, including pay equity. Our expert teams can help you work through your job classifications, evaluation and documentation processes. Plus they stay on top of legislation and provide regular updates to help you stay aware and compliant.

From best practices to documentation to compliance guidance, your ADP team can help you manage risk and stay focused on what matters most.

To learn more, contact your ADP representative today.

1-866-622-8153

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