



# Do You Understand Pay Equity in Ontario?

## 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 Ontario's pay equity laws.**

Pay equity has been in place in Ontario since 1987, and employers should be aware that the Ontario 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 Ontario can be time consuming and complex.

### Steps for Staying Compliant

- ✓ Determine the job classes in your organization by grouping roles that have similar duties, responsibilities, qualifications, recruiting procedures and compensation characteristics
- ✓ 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 Plan and report must be filed with the Ontario government every year

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