



Before you complete this form

Have you reviewed the information on our [Website?](#)

In particular, please review:

1. Frequently Asked Questions
2. Application of the Act
3. Building a Pay Equity Plan

Please note: You must complete all parts of the form and accept the disclaimer in order for the Commission to be able to address your request.

PART A: Requestor Information

1. I am filing this request for information on behalf of:

- Myself as an employee
- An Employer/Group of Employers
- A Bargaining agent
- A group of non-unionized employees
- Other

2. Please indicate the employer/Group of Employers that this request relates to:

Name of employer/Group of Employers:

- I prefer not to provide this information at this time
- Not applicable



Pay Equity Request for information

3. Your contact information		
First name	<input type="text"/>	Last name <input type="text"/>
*Email Address	<input type="text"/>	
Daytime Telephone Number	<input type="text"/>	
Civic Address	<input type="text"/>	Apt # (if applicable) <input type="text"/>
City/Town	Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Preferred Language <input type="checkbox"/> English <input type="checkbox"/> French		

4. If you have any individual needs that the Commission should know about, such as a specific format for communicating with you that will allow you to participate in our process, please describe here:

PART B: Request Details

1. Select the category that best describes your request for information or assistance:

Presentation or other engagement (Please include: event name, description, date, time)



Training (Please include: type of training you are seeking, audience, timelines)

Who is covered by the Pay Equity Act (Please include: name of employer and the type of work that they do)

Authorization Request: Identify the type of Authorization request from this list:

- Establish Multiple plans
- Establish a Group of employers
- Establish a Pay equity committee with different requirements
- Establish a pay equity plan without a Pay equity committee
- Continue with a pay equity committee that does not meet requirements after establishment
- Continue without a Pay Equity Committee – Committee cannot perform work
- Use another Compensation comparison method
- Extend time limit for posting pay equity plan
- Have longer phase-in period for compensation increases

Posting and Notices in the workplace (Please include: the type of notice)

Pay Equity Committees (Please include: If a committee has been established or not, whether there are unionized employees, # of employees)

Pay Equity Plan development (Please specify the subject matter of the information you are requesting, i.e., job classes, gender determination, job evaluation, compensation, comparison of compensation).

Complaints and other disputes (Please include: your role, i.e., are you an employee, bargaining agent or employer, if your workplace has a pay equity committee)

Other (i.e. questions about resources on the website, etc.) Please Specify:



2. Briefly describe your request by including additional information. Where appropriate, provide other relevant information about your workplace that will help the Pay Equity Division better understand our situation (such as size of the workforce, whether unionized, if there is a pay equity committee, etc.).

*PART C: Consent

I understand that by selecting this box, I agree that the Canadian Human Rights Commission can use this information to deal with my request, for program management purposes and to comply with the Pay Equity Act.

Date submitted:

Next Steps: A Pay equity Officer will be in contact with you about your request.