# **Name of employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **PAY EQUITY ACT NOTICE – PAY EQUITY PLAN**

**Date of posting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The purpose of this notice is to inform employees of their employer’s obligation to create a pay equity plan and, if applicable, to set up a pay equity committee.

This notice is posted in the employer’s workplace as required by sections 14 and 15 of the federal Pay Equity Act. It must be posted in printed or electronic form and in such a way as to be readily available to all employees.

If an employee has a disability, this notice must be posted in a form that is accessible to that employee.

[Insert name of Employer] must keep the notice posted until the final version of the pay equity plan is posted or until a new version of the notice is required.

## Information about the employer or group of employers

Please check all boxes that apply and provide the necessary details.

(Insert name of Employer) is:

A member of a group of employers recognized by the Pay Equity Commissioner

Please insert the list of employers that are part of the group:

A small employer or group of employers (with an average between 10 and 99 employees)

A medium to large employer or group of employers (with an average of 100 employees or more)

An employer or group of employers with unionized employees (any number)

Please provide the list of bargaining agents representing employees of the employer or group of employers:

An employer or group of employers with no unionized employees

## Requirement to establish a pay equity plan

The Pay Equity Act (the Act) requires federally regulated employers with an average of at least 10 employees to establish and maintain compensation practices that provide for pay equity.

These employers must create a **pay equity plan** within three years of the Act coming into force and then periodically update it. Some employers will have to establish a joint

employee−employer committee to do that work (see below).

The plan creation process involves:

* Identifying the job classes and determining their gender predominance;
* Establishing the value of work and compensation of each job class to compare the compensation received by predominantly male and female job classes; and,
* Calculating any compensation increases needed to establish and maintain pay equity.

Date on which the employer or group of employers became subject to the Pay Equity Act:

Click or tap to enter a date.

Date on which the final version of the pay equity plan must be posted (three years after the day on which the employer or group of employers became subject to the Pay Equity Act):

Click or tap to enter a date.

According to the Act, a draft of the pay equity plan must be posted prior to developing a final version. Employees covered have 60 days after the day of the posting to provide written comments to the employer — or to the pay equity committee, if such a committee has been established.

**Requirement to establish a pay equity committee**

A **pay equity committee’s** job is to create the pay equity plan. The following employers and groups of employers must make all reasonable efforts to form a pay equity committee:

* Employers and groups of employers with 10 to 99 employees, if some or all are unionized;
* Employers and groups of employers with 100 or more employees.

Employers and groups of employers with 10 to 99 non-unionized employees may establish a pay equity committee, either at the request of an employee or on a voluntary basis.

(Name of Employer of Group of employers) is:

Required or agreeing to set up a pay equity committee

Not required or agreeing to set up a pay equity committee

A pay equity committee should usually include:

* At least three members;
* at least two-thirds must represent the employees who are covered by the plan;
* at least 50% of the members must be women;
* at least one member selected by the employer or group of employers to represent it;
* where there are unionized employees, at least one member selected by each of the bargaining agents; and,
* at least one member selected by non-unionized employees to represent them.

## Employee Rights

An employer, bargaining agent or any other person acting on their behalf cannot penalize employees from exercising their rights under the Pay Equity Act (see sections 102 and 103).

To know more about pay equity rights and obligations, visit the Canadian Human Rights Commission’s website for pay equity at the following address: [**www.payequitychrc.ca**](http://www.payequitychrc.ca).

You can also contact us 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)