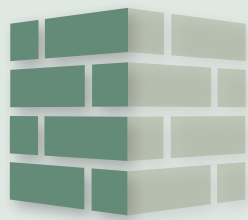


KEY STEPS TO CREATING & POSTING A PAY EQUITY PLAN

GET STARTED ON YOUR PAY EQUITY PLAN
BY **ESTABLISHING A SOLID FOUNDATION**

START BY:



- Increasing awareness of pay equity
- Notifying employees
- Establishing a pay equity committee, and
- Gathering data

THESE ARE THE **SEVEN STEPS** TO **CREATING & POSTING A** **PAY EQUITY PLAN**



CREATING THE PAY EQUITY PLAN ▼

STEP 1

CREATE

Create job classes.

STEP 2

DETERMINE

Determine which job classes are predominantly female and which ones are predominantly male.

STEP 3

VALUE

Value the work done in each of these job classes.

STEP 4

CALCULATE

Calculate total compensation in dollars per hour for each of these job classes.

STEP 5

COMPARE

Compare compensation to determine if there are differences in compensation between male and female job classes of equal value.



EMPLOYERS
HAVE **3 YEARS**,
FROM BECOMING
SUBJECT TO THE
ACT, **TO DEVELOP
AND POST A
PAY EQUITY
PLAN FOR THEIR
WORKPLACE.**

POSTING THE PAY EQUITY PLAN ▼

STEP 6

PREPARE

Prepare the contents of the pay equity plan.

STEP 7

POST

Post the draft and final versions of the pay equity plan.



Canadian
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www.payequitychrc.ca/en

If you need this resource in a different format,
contact us at: payequity-equitesalariale@chrc-ccdp.gc.ca

