

THE CORPORATION OF THE
UNITED TOWNSHIPS OF HEAD,
CLARA & MARIA



**PAY EQUITY PLAN
REVISION – 2011**

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2011 PAY EQUITY PLAN REVISION – SCHEDULE “G” TO COMPREHENSIVE SALARY ADMINISTRATION REVIEW CONDUCTED IN FALL OF 20105

OVERVIEW OF THE ACT

Pay Equity is "equal pay for work of equal value". The *Pay Equity Act* requires that jobs be evaluated and work mostly or traditionally done by women be compared to work mostly or traditionally done by men.

If jobs are of **comparable value**, then female jobs must be paid at least the same as male jobs. Female jobs are mostly or traditionally done by women such as librarian, childcare worker or secretary. Male jobs are mostly or traditionally done by men such as truck driver, firefighter or shipper.

An employer could, for example, compare the value of the work of a secretary, a traditionally female job, to the value of the work of a shipper, a traditionally male job. If the value to the organization is equal or comparable, the secretary must be paid at least the same as the shipper.

Pay Equity is "equal pay for work of equal value", which is not the same as "equal pay for equal work". Equal Pay for Equal work, covered by the *Employment Standard Act*, requires employers to pay men and women equally for doing the same job or substantially the same job.

For more information about Equal Pay for Equal Work, contact the Employment Standard Office at (416) 326-7160, or toll free at 1-800-531-5551, or visit them online at the Ministry of Labour's Employment Standard's Office website at <http://www.labour.gov.on.ca/english/es/>.

The *Pay Equity Act* is based on the following general principles:

- "Female job classes", or jobs performed mainly by women, are compared to "male job classes", or jobs performed mainly by men. These jobs may be quite different.
- The value of the job itself is the basis of the comparison. An employee's performance in the job is not measured.
- The value of a job class is determined by measuring the factors of skill, effort, responsibility and working conditions.
- Where a female job class is found to be of equal or comparable value to a male job class, the female job class must be provided with at least the same compensation as the male job class.
- An employee's pay cannot be lowered to achieve pay equity.
- If a female job class is due an adjustment, both men and women in that job are entitled to the adjustment.

The right to information

Employees are entitled to information about how pay equity was done, that it was achieved and is being maintained. If the employer chooses not to share information needed to help employees make these determinations, employees can contact the Pay Equity Commission and ask for help.

What employees can do about pay equity

Employees can ask questions and request information that will help them determine whether pay equity was done. They can also file a complaint with the Commission if they feel that pay equity was not achieved or has not been maintained. Unionized employees can bring their concerns to their bargaining agent or to their employer.

Be informed. Learn as much as you can about pay equity and how it might affect your job and your workplace.

Here are some suggestions:

- Call the Pay Equity Commission and ask for information (toll-free 1-800-387-8813 or 416-314-1896). All calls are **confidential**.
- Discuss your concerns with other workers. Maybe others are concerned about the same things.
- Some, but not all, employers are required to prepare and post a pay equity plan. If there is no posted plan, ask your employer for information on how pay equity was achieved and about the processes in place to maintain pay equity on a regular basis.
- Ask for copies of the Commissions sample plans, which shows you what to look for in a pay equity plan.
- Obtain a copy of your pay equity plan (if one was posted) and your job description, and see if the results are satisfactory to you.
- Write down your questions or concerns. You may want to practice explaining your point of view with someone who will ask questions and help in your presentation.

You can ask your employer for information but it is not mandatory that you do so. If asking for information is not possible, you can still file a complaint with the Pay Equity Commission.

If your organization has employees in other provinces, those employees are covered by the employment legislation of that province.

The preceding information is from the Ontario Pay Equity Commission website at <http://www.payequity.gov.on.ca/peo/english/overview.html#top>.

Appendix "G"

TOWNSHIP OF HEAD, CLARA & MARIA REVISION OF PAY EQUITY PLAN

Date of Posting: January 4, 2011

Establishment: This Plan covers all employees of the Township.

Job Classes:

The following job classes are female job classes	The following job classes are male job classes
Hall Caretaker	Chief Building Official
Labourer	Roads Superintendent
Office Assistant	
Library Assistant	
Treasurer/Deputy Clerk	
Senior Administrative Officer/Clerk	

Job Evaluation The evaluation of positions was carried out by a committee comprised of Councillor E. Aiston, the Senior Administrative Officer/Clerk and the Consultant.

Job Evaluation The job evaluation involved a careful and thorough analysis of the Job Description for each position and the Job Analysis Questionnaire completed by the incumbent in each position. Points were allocated to each factor for each job and a total point score was calculated for each position.

Gender-Neutral Comparison System

A gender neutral job comparison system was used to measure the value of each job class. The plan used is a point factor job evaluation for job evaluation purposes, incorporating skill, effort, responsibilities of the job and the working conditions under which the job is normally performed.

The eleven (11) job evaluation factors and the weights used are:

Factor	Sub-Factor	Sub-Factor Definition
Skill	Education 33.0%	Measure of the minimum knowledge or vocational training necessary to perform the job duties in a satisfactory manner
Skill	Experience 18.1%	Measure of the minimum essential previous experience plus on-the-job time to acquire skill/competence.
Skill	Judgement 8.5%	Measure of judgement, choice of action and initiative.
Effort	Concentration 6.0%	Measure of the period of time where mental, visual and aural concentration is required.
Effort	Physical Activity 3.0%	Measure of the physical activity by the type and duration required to perform the job duties.
Effort	Dexterity 3.0%	Measure of the level of dexterity required on the job.
Responsibility	Accountability 6.0%	Measures the effect of actions on others and covers the relationship between the nature of the work, the loss of time and resources and the impact of the work on the organization.
Responsibility	Safety 3.2%	Measures the degree of care required to prevent injury or harm to others.
Responsibility	Leadership of others 4.2%	Measure the extent to which an employee is required to supervise the work of others such as students, volunteers, employees (full-time, part-time, casual etc.) of the employer.
Responsibility	Contacts 8.5%	Measures the nature and purpose of the contacts necessary when

		communicating with others, be they co-workers, members of the public or clients.
Working Conditions	Disagreeable working conditions 6%	Measures the types and frequency of disagreeable working conditions or hazards under which an employee is required to carry out the job duties throughout the year.

Evaluation Results

Upon completion of the job Evaluation process, the results were posted and each incumbent was provided with an opportunity to appeal the ranking of his/her position. No appeals were received.

Following are the job evaluation results:

<u>POSITION TITLE</u>	<u>RATING SCORE</u>
Hall Caretaker	138
Labourer	173
Office Assistant	213
Landfill Attendant	216
Library Assistant	265
Chief Building Official	303
Roads Superintendent	335
Treasurer/Deputy Clerk	368
Senior Administrative Officer/Clerk	471

Banding was established

Jobs of equal value or comparable value were determined by dividing the system into 45 point bands starting at 91 points. Each job was then placed in the appropriate Point Band based on its job evaluation score.

<u>Grade</u>	<u>Job Title</u>
2	Hall Caretaker
2	Labourer
3	Office Assistant
3	Landfill Attendant
4	Library Assistant
5	Chief Building Official
6	Roads Superintendent
7	Treasurer/Deputy Clerk
9	Senior Administrative Officer/Clerk

Comparison Results

Job-to-Job and Proportional Value comparison methods of determining pay equity adjustments were used to provide fair, equitable pay equity adjustments that are in keeping with the Pay Equity Act.

The following are the female job classes for which a direct male comparator was found. Pay equity is achieved when the female job class is paid at least the same rate as the male comparator job class.

Female Job Class	Rate	Male Job Class	Rate	Adjustment
Office Assistant	\$16.41	Landfill Attendant	\$16.41	Nil

Proportional Value Comparisons

The job value and job rates of all male job classes were plotted on a graph. A statistical method called regression analysis was used to determine the relationship between the value of male job classes and their job rates. This produced a formula that was then used to calculate the pay equity job rate for the female job classes for which no direct male comparator was available within the establishment.

Pay Equity is achieved when the female job class is paid the pay equity job rate. A female job class that is paid less than the pay equity job rate must receive an adjustment to bring it to the Pay Equity Rate. No adjustment is required if the female job class is being paid at a rate higher than the Pay Equity Rate.

Female Job Class	Job Rate	Pay Equity PV Rate	Adjustment
Hall Caretaker	\$14.63	\$11.58	nil
Labourer	\$14.63	\$ 13.75	nil
Library Assistant	\$17.02	\$16.41	nil
Treasurer/Deputy Clerk	\$26.58	\$25.21	nil
Senior Administrative Officer/Clerk	\$32.37	\$32.21	nil

**Pay Equity
Adjustments**

No adjustments are required.

Further Information Further information and details of employer and employee obligations and rights are provided in the Ontario Pay Equity Act or you may contact Bob Young at (705) 752-3598