

Do you understand pay equity in Quebec?

Understanding your obligations is key

All public sector organizations and private sector firms with 10 or more employees are required to comply with Quebec's pay equity laws.

Quebec's [Pay Equity Act](#) (the "Act") was introduced in 1996. The Act intends to correct the wage gap caused by the systematic undervaluation of jobs largely held by women. This legislation applies to any company with an average of 10 employees in the private, public and parapublic sector.

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 to equivalent classes of jobs done primarily by women in a specific organization ("female job classes"). The Pay Equity Act describes the minimum requirements for ensuring that an employer's compensation practices provide pay equity for all employees in female job classes.

Employers with 10 or more employees must:



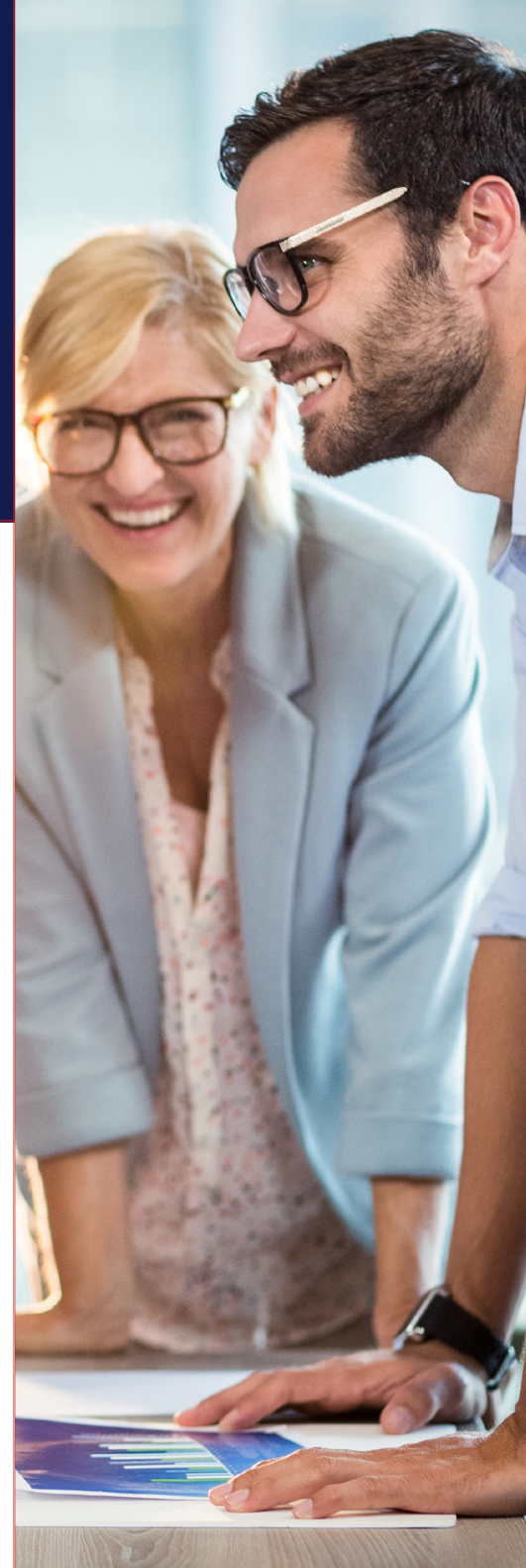
Compare the salaries of employees doing comparable jobs. Comparisons must be completed before December 31 of the fourth year after the year in which employers reach 10 or more employees; and



Complete a report on pay equity and submit it to the Commission des normes, de l'équité, de la santé et de la sécurité du travail ("CNESST"). This report is called the Déclaration de l'employeur en matière d'équité salariale ("DEMES")

Employers who do not complete a pay equity exercise, or complete it incorrectly, may be subject to fines.

Complying with pay equity requirements in Quebec can be time consuming and complex, but ADP® has tools to help.



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Steps towards compliance

Employers should:

- ✔ Find out whether there is a wage gap between employees doing comparable work. The rules vary depending on how many employees you have
- ✔ Determine the job classes and gender predominance in their organization, by grouping roles which have similar duties and responsibilities, qualifications, recruiting procedures, and the same compensation schedule, salary range or range of salary rates
- ✔ Identify the gender for each job class (female, male or gender-neutral)
- ✔ Determine whether there is a wage gap between job categories predominantly completed by women and jobs traditionally or mostly done by men
- ✔ Fix any wage gaps by raising salaries
- ✔ Post the results of the pay equity exercise for 60 days in a visible location that is accessible to employees and allow them to provide comments, questions or file a complaint
- ✔ Make any required changes within 30 days of the completion of the 60 days
- ✔ Post the updated results, or a notice advising that no changes were made, for an additional 60 days. The notice should indicate ways in which employees can contest the results. There are additional requirements if you have 50 or more employees
- ✔ Submit a report on pay equity (DEMES) with the CNESST annually
- ✔ Submit and file a Pay Equity Declaration with the Quebec government every year
- ✔ Complete a Pay Equity Audit every five years



ADP can help

A job evaluation system is complex, and conducting a pay equity analysis is no easy task.

ADP offers tools and solutions for managing HR compliance requirements, including pay equity. Our teams can help you navigate your job classifications, evaluation and documentation processes and provide updates on important legislative changes.

From best practices 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, adp.ca.

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



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