



# Employers' obligations under the *Pay Equity Act*

## A REMINDER OF THE OBLIGATIONS UNDER THE *PAY EQUITY ACT*

### FOR ALL EMPLOYERS

- **Annual calculation of the size of the enterprise**

All employers must calculate the size of their enterprise annually, as long as it does not have an average of 10 employees or more. The size of the enterprise corresponds to the average number of employees on the employer's payroll per pay period during the reference period provided for in the Act.<sup>1</sup>

### FOR EMPLOYERS THAT DECLARED IN THE QUÉBEC ENTERPRISE REGISTER THAT THEY HAD 11 EMPLOYEES OR MORE THE PREVIOUS YEAR

- **Employer report on pay equity**

The report provides annual, mandatory accountability concerning the state of progress of pay equity work in the enterprise. The report must be filed every year, only online, at [www.demes.gouv.qc.ca](http://www.demes.gouv.qc.ca).

### FOR ENTERPRISES WITH AN AVERAGE OF 10 EMPLOYEES OR MORE

- **Implementation of a pay equity exercise**

As soon as an enterprise has an average of 10 employees or more, the employer has four years to implement its pay equity exercise, the ultimate objective of which is to remunerate jobs traditionally or mostly held by women equally to those of male jobs of the same value or equal value, even if the jobs are different.

- **Pay equity audit**

When the pay equity exercise is completed, the employer must conduct a pay equity audit every five years. The audit consists in ensuring that jobs predominantly held by women in the enterprise are still remunerated at least equally to those in the job classes of equal value predominantly held by men in the enterprise, even if the jobs are different.

Contact the Commission de l'équité salariale if you require assistance in complying with your obligations. To find out about the tools and services placed at your disposal on the Commission's website, go to [www.ces.gouv.qc.ca](http://www.ces.gouv.qc.ca). You can also call the Commission's phone information service, at 1 888 528-8765.

<sup>1</sup> The reference period varies according to the date of the start of the enterprise's activities. Refer to the *Guide détaillé pour réaliser l'équité salariale et en évaluer le maintien* (detailed guide to implementing and auditing pay equity), found on the Commission's website.