

c. E-12.001, r. 1

Regulation respecting the content and form of the report relating to pay equity or relativity plans already completed or in progress on 21 November 1996

Pay Equity Act

(R.S.Q., c. E-12.001, s. 114, 1st par., subpar. 4)

DIVISION I

CONTENT OF THE REPORT

1. The report that every employer subject to section 120 of the Pay Equity Act (R.S.Q., c. E-12.001) must send to the Commission de l'équité salariale, not later than 21 November 1998, shall contain the following information:

- (1) the name of the employer and any other name that identifies him, as well as the address and sector of activity of the enterprise;
- (2) the name, position or title and telephone number of the person in charge of the plan;
- (3) job classes identified for the purposes of the plan, the number and proportion of women in each job class and, if applicable, the list of positions that are grouped together;
- (4) the criteria used to identify predominantly female job classes or predominantly male job classes;
- (5) a description of the method and tools selected to determine the value of job classes, the job evaluation plan or system, the factors applied and, if applicable, the subfactors, as well as the weighting applied to each of these factors and subfactors;
- (6) a description of the value determination procedure, including the various steps and methods for collecting the information on positions and evaluating them;
- (7) a description of the method selected for valuating differences in compensation, including the elements of remuneration which were taken into account, the identification of the predominantly female job classes that were compared, indicating, for each of the classes, the predominantly male job classes to which they were compared, and the differences in compensation;
- (8) the measures taken by the employer to ensure that no element of the plan discriminates on the basis of gender and that all elements are applied on a gender neutral basis.

O.C. 664-98, s. 1.

2. The report shall give the date on which the plan was established and, if applicable, the date of its completion and whether the compensation adjustments were made in whole or in part, and the dates of the payments.

O.C. 664-98, s. 2.

3. The report shall indicate the date on which it was posted and, if applicable, the name of the certified association representing employees in the enterprise and the date on which the report was forwarded to the association.

It shall also indicate that an employee or certified association of the enterprise may, within 90 days of the posting, send observations or comments on the report to the Commission de l'équité salariale.

O.C. 664-98, s. 3.

4. A report on a plan in progress on 21 November 1996 shall also indicate whether on that date, the plan is completed in respect of at least 50 % of the predominantly female job classes concerned or whether the determination of the value of job classes has begun, with the degree of completion of the plan.

O.C. 664-98, s. 4.

5. The employer may also include any additional information respecting the pay equity or relativity plan that he deems relevant to ensure that the plan meets the conditions prescribed in section 119 of the Act.

O.C. 664-98, s. 5.

DIVISION II

FORM OF THE REPORT

6. The report shall be typed or printed only on one side of the sheet.

Each subject dealt with shall have a separate heading.

O.C. 664-98, s. 6.

7. A joint report may be forwarded by employers, referred to in section 120 of the Act, who have established a common pay equity or relativity plan in their enterprise.

The information that differs from one employer to another shall be provided in a separate schedule. Each schedule is deemed an integral part of the employer's report covered by that schedule and shall be posted with the report.

O.C. 664-98, s. 7.

8. Omitted.

O.C. 664-98, s. 8.