

# Pay Equity Checklist Federal



Canada's *Pay Equity Act* requires federally regulated employers with 10 or more employees to take proactive measures to eliminate gender-based pay differences and ensure that men and women receive equal pay for work of equal value. Employers must develop a pay equity plan to identify job classes, determine the value of the work those classes perform, compare compensation to identify gender-based pay caps, and increase pay for women to eliminate those gaps. The Act also requires employers to:

- Update the plan every five years.
- Establish a pay equity committee with at least 50% women and two-thirds employee/union representation if the employer has 100 or more employees, or 10 to 99 employees with unionized staff.
- Post their pay equity plan and notices of increases.
- File an annual statement with the federal Pay Equity Commissioner.

Here's a Checklist you can use to ensure your federally regulated company complies with the Act.