

Workplace Posting Requirements Pay Equity Checklist – Quebec



The duty to post notices, information and other materials at your workplace for your employees comes from 5 different sets of laws, including pay equity.

Use this checklist to ensure your organization has the required postings.

PAY EQUITY			
	Yes	No	Comments
All pay equity info documents CNESST gives to employer			
Copy of notice to CNESST of employer's intent to create pay equity plan alone without a pay equity committee			
Copy of pay equity plan			
<u>Within 60 days of deadline for pay adjustments or completion of pay equity plan:</u> <ul style="list-style-type: none"> • Summary of pay equity process • List of predominantly female job classes identified in enterprise • List of predominantly male job class classes used as comparators • For each female job class, percentage or amount of compensation adjustments to be paid + terms + conditions of payment (or notice stating that no adjustments are required) 			
Results of each stage of pay equity process (+ keep posted at least 60 days from completion date)			
<u>After completion of 5-year pay equity audit:</u> <ul style="list-style-type: none"> • Summary of pay equity process • List of events leading to compensation adjustments • List of predominantly female job classes entitled to compensation adjustments • Percentage or amount of compensation adjustments to be paid • Information about employees' rights to question audit + adjustment 			