

# 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"> <li>• Summary of pay equity process</li> <li>• List of predominantly female job classes identified in enterprise</li> <li>• List of predominantly male job class classes used as comparators</li> <li>• 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)</li> </ul>			
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"> <li>• Summary of pay equity process</li> <li>• List of events leading to compensation adjustments</li> <li>• List of predominantly female job classes entitled to compensation adjustments</li> <li>• Percentage or amount of compensation adjustments to be paid</li> <li>• Information about employees' rights to question audit + adjustment</li> </ul>			