

Company name : Complexe de santé Reine Elizabeth

PAY EQUITY ACT

POSTING OF AUDIT

By the employer

Date of posting : March 31, 2016

Employers' obligations under the Pay Equity Act

When the pay equity exercise is completed, the employer must conduct a pay equity audit regularly. 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.

The audit must be done every five years.

As is permitted by law, the pay equity audit was done by the employer alone.

Data used for the pay equity audit is from March 31, 2016

Summary of method followed

All job descriptions were reviewed. We used the software *Proiciel* to carry out the pay equity audit. This software is available on the website of the *Commission de l'équité salariale*. We evaluated all job classes using the method of factors and points. We used an individual comparison method to verify any gaps between predominantly masculine job classes and predominantly feminine job classes.

List of events having led to adjustments

New job classes have been created since the pay equity exercise:

Clinical supervisor – imaging clinic
Clerk – Medical Specialists' Clinic
Stationary machinery mechanic
Telephone receptionist – medical specialists' clinic

Changes were noted in the job descriptions of several job classes :

Director of the diagnostic imaging clinic
Diabetic education nurse
Coordinator of the medical specialists' clinic (formerly Secretary)
Receptionist – Medical Specialists' Clinic
Chief Accountant
Administrative Assistant/Human resources
Building Manager

Certain job classes were eliminated :
Clerk – Category 2 – diagnostic imaging clinic
Clerk – Category 1 – diagnostic imaging clinic.

Results of the pay equity audit

No salary adjustments are required.

Rights

Salaried personnel have sixty (60) days from the first day of this posting to request additional information or make comments. To do this, they must transmit their request by **May 30th, 2016** to:

Kimberley MacKenzie, Human Resources representative,
2100 avenue Marlowe,
Montréal, Québec
Suite 102.
kmackenzie@qehc.org

Within 30 days following the 60th day of this posting, at the latest on **June 29, 2016**, the employer must make a second posting, specifying the modifications made, or indicating that no modifications are necessary.

Recourse

Salaried personnel who believe that the Pay Equity Act has not been respected may make a complaint to the *Commission de l'équité salariale* within 60 days of the second posting.

For more information on the Pay Equity Act in Quebec, employer obligations and recourses available to employees, please contact the *Commission de l'équité salariale* or visit their Web site:

Commission de l'équité salariale

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Phone : 418 528-8765 or toll free, 1 888 528-8765
Website : www.ces.gouv.qc.ca