

CONTINUING EDUCATION PAY EQUITY PLAN

FIRST POSTING

INTRODUCTION

The following document provides CUCEPTFU members with a report of the work completed by the Pay Equity Committee.

The objective of the Pay Equity Act is to redress differences in compensation (if any), due to the systemic gender discrimination concerning the persons who occupy positions in predominantly female job classes (article 1).

DEFINITIONS

Job classes (article 54): Positions that have similar duties or responsibilities, similar required qualifications and the same remuneration that is the same rate or scale of compensation.

Gender representation (article 55): A job class shall be considered predominantly female or predominantly male if 60% or more of the positions in that class are held by employees of the same sex.

EMPLOYER'S OBLIGATIONS

According to the Pay Equity Act, Concordia University has the responsibility to establish and implement the Pay Equity Plan by **November 21, 2001**. Concordia University has set up a Pay Equity Committee in order to enable employees to participate in establishing the Pay Equity Plan, as provided in the law. The Committee members are:

- Ms. Brenda Grant
- Ms. Mary Lee Wholey
- Mr. Murray Sang
- Mr. Robert Lacasse of Concordia and Serge De Gagné of Aon act as advisor to the Committee
- Serge Julien CSN Technical advisor (not present at meetings)

THE PROCESS

Five (5) meetings were held from May to July to do the following work:

- Creation of the Committee and adoption of work rules
- Training of the Committee
- History and review of current pay system
- Review of responsibilities and duties
- Review of number of incumbents, identification of job classes gender, qualifications and compensation
- Decision on jobs to be evaluated
- Design of the job evaluation tool

IDENTIFICATION OF PREDOMINANTLY FEMALE JOB CLASSES AND PREDOMINANTLY MALE JOB CLASSES

Predominantly female job class	Predominantly male job class
<ul style="list-style-type: none">• Non-intensive English Applied Arts French Photography Spanish at \$48.56	<ul style="list-style-type: none">• Non-intensive B & A Computers Communications Study skills Hospitality Tourism at \$53.84
<ul style="list-style-type: none">• Intensive English at \$64.40	

DESCRIPTION OF THE EVALUATION METHOD AND PROCEDURE

A. Evaluation method : Factors and sub-factors used for evaluation

The Pay Equity Committee has determined the evaluation factors that have been selected at Concordia University Continuing Education in order to establish the relative value of predominantly female and male jobs. The selected factors are the following:

Section I – Qualifications

1. Technical and professional knowledge
2. Previous job related experience

Section II – Responsibilities

3. Communications

- a) with students
- b) course preparation, development, delivery
- c) planning coordination
- d) curriculum, programme maintenance and development including committee work
- e) training and pedagogical skills, development for faculty

4. Impact of responsibilities – scope of actions
(Sub-factors are identical to sub-factors 3a to e)

5. Latitude in meeting objectives of the University
(Sub-factors are identical to sub-factors 3a to e)

Section III - Effort

6. Complexity
(Sub-factors are identical to sub-factors 3a to e)

Section IV – Working conditions

7. Physical environment
8. Human environment

B. Procedure to be used

Because of the different compensation, 3 job classes were identified:

- One at \$48.56 – predominantly female
- One at \$53.84 – predominantly male
- One at \$64.40 – predominantly female

In each job class, one job will be evaluated by the Committee:

- English non-intensive
- Computer non-intensive
- English intensive

The information provided in the Collective Agreement on job responsibilities and the teaching qualification requirements were used as references. The Committee also has a thorough knowledge of the jobs and has validated all of the information required to do the pay equity work.

ADDITIONAL INFORMATION

Should you require additional information from the Pay Equity Committee or wish to make observations to the Pay Equity Committee, you must forward your request in writing, within 60 days of the present posting (before _____), to:

Ms. Joanne Spinelli, Centre for Continuing Education
1455 de Maisonneuve Blvd W.
Montreal, Quebec
H3G 1M8
Tel.: (514) 848-3602
e-mail: spinj@alcor.concordia.ca

who will submit your request to the Pay Equity Committee.

The Pay Equity Committee has included in this mailing the job evaluation tool it will use to evaluate job classes. A French version of this posting as well as the job evaluation tool is also available and if you require it, please do so by phoning or e-mailing Mrs. Spinelli.

NEXT STEPS

The next steps to complete the Pay Equity Plan are the following:

- Evaluation of job classes;
- Determination of differences in compensation and, if required;
- Determination of the terms and conditions of payments.

A second posting will present the results of the Pay Equity Plan when these steps are completed.