

CONCORDIA UNIVERSITY
PAY EQUITY PLAN
CENTRAL PAY EQUITY PLAN

SECOND POSTING

SEPT 9, 2002.

INTRODUCTION

The following document provides CULEU Webster, CULEU Vanier, CUSEU Trades, Maintenance Distribution, CUSEU Maintenance Loyola, CUUSS-TS members with a report on the work completion of the Central Pay Equity Committee to date.

The objective of the Pay Equity Act is to redress differences in compensation where they exist, resulting from systemic gender discrimination for incumbents in positions in **predominantly female job classes** Pay Equity Act (section 1).

DEFINITIONS

Job classes (Pay Equity Act section 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 (Pay equity Act section 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 Central 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:

- Mr. Jacques Castelletti
- Mr. Denis Dumont
- Ms. Danielle Carter
- Ms. Irene Fernandez
- Ms Irene Sendek
- Ms. Nicole Saltiel, Chair of the Central Pay Equity Committee
- Ms. Melanie Drew

Mr. Alex Olynyk acted as advisor as well as Mr. Serge De Gagné of Aon Consulting.

THE PROCESS

Meetings were held from January 2001 to July 2002 to do the following work:

- Evaluation of the job categories
- Development of the job factor weighting
- Ranking of jobs into point bands
- Valuation of differences in compensation between male and female job categories
- Determination of required adjustments
- Decision on terms and conditions of the adjustments

DESCRIPTION OF THE EVALUATION METHOD AND CONCLUSION

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

The Central Pay Equity Committee determined the evaluation factors which were used to establish the relative value of predominantly female and male jobs. The selected factors are:

Factor 1 – Qualifications (35 %)

1. Education
- 2.A Experience
- 2.B Competency Card
3. Co-ordination and dexterity
4. Language knowledge

Factor 3 – Effort (17,8 %)

11. Mental/Sensory effort
12. Physical effort
13. Complexity

Factor 2 – Responsibilities (39,8 %)

5. Autonomy
6. Communications
7. Accountability
8. Safety of others
9. Confidentiality
10. Co-ordination and supervision

Factor 4 – Work conditions (7,4 %)

14. Inconveniences

B. Conclusion

Twenty-seven (27) job categories were identified because of their different rates of compensation, responsibilities or qualifications. The job categories were evaluated by the Committee using the factors and sub-factors mentioned above. After establishing the weighting table, the Committee ranked the job categories. The job categories were grouped in six point bands and the individual valuation method was used to determine the difference in compensation between male and female job categories.

Even though the Act allows the employer to make the pay equity adjustments over 5 instalments starting on November 21, 2001 and ending on November 21, 2005, Concordia University agreed to make the pay equity adjustments in three (3) instalments, on November 21, 2001, on November 21, 2002 and on November 21, 2003.

You will find in the appendix the amount of adjustments to the hourly rates of female job categories eligible for pay equity adjustments.

ADDITIONAL INFORMATION

Should you require additional information from the Pay Equity Committee or wish to make comments to the Pay Equity Committee, you must forward your request in writing, within 60 days of the present posting to Ms. Nicole Saltiel, Chair, who will submit your comments to the Pay Equity Committee. Her address is:

Office of Equity Programs
1455 De Maisonneuve West, Suite ER 503-17
Montreal (Quebec) H3Z 2N6
saltiel@vax2.concordia.ca

The first posting is available with this posting as specified by the Act.

APPENDIX

Titre des catégories d'emplois féminines	Ajustements au taux horaire		
Catégorie 8 – Commis à la réception	Aucun ajustement		
Catégorie 7 : Access Service Shelves – LA-A Stack Attendant – LA-A Item Control Clerk – LA-A Processor – LA-A Mail Clerk	Aucun ajustement		
	Nov. 21, 2001	Nov 21, 2002	Nov.21, 2003
Catégorie 6 : Cataloguing, Acquisitions and Binding Clerks – LA-B Acquisitions Clerk – LA-B database Maintenance Clerk – LA-B Binding Clerk – LA-B Collection refurbisher	0.33 0.33 0.33 0.33	0.33 0.33 0.33 0.33	0.33 0.33 0.33 0.33
Catégorie 5 : Access Services, P & MS, Gov. Info. Services, Info services Clerks and ILL Clerks – LA-B Periodicals & Media Services Clerk – LA-B Reference Clerk – LA-B Government Documents Clerk – LA-B Circulation/Stacks Clerk – LA-B InterLibrary Loan Clerk	0.71 0.71 0.71 0.71 0.71	0.70 0.70 0.70 0.70 0.70	0.70 0.70 0.70 0.70 0.70
Catégorie 4: Secretaries and Administrative. Services Assistants – LA-C Budget/Purchasing/Facilities Assistant – LA-C Personnel Assistant – LA-C Secretary	0.58 0.58 0.58	0.57 0.57 0.57	0.57 0.57 0.57
Catégorie 3 : User Services Assistants – LA-C Circulation Assistant – LA-C InterLibrary Loans Assistant – LA-C Stacks Assistant. Supervisor – LA-C CBS Reference Assistant – LA-C Government Documents Assistant – LA-C Periodicals & Media Services Assistant – LA-C Reference Assistant	0.58 0.58 0.58 0.58 0.58 0.58 0.58	0.57 0.57 0.57 0.57 0.57 0.57 0.57	0.57 0.57 0.57 0.57 0.57 0.57 0.57

Titre des catégories d'emplois féminines	Ajustements au taux horaire		
	Nov. 21, 2001	Nov.21, 2002	Nov. 21, 2003
Catégorie 2 : Collection Services Assistants			
– LA-C Inventory Database Assistant	0.58	0.57	0.57
– LA-C Accounts Assistant	0.58	0.57	0.57
– LA-C Bibliographic Search Assistant	0.58	0.57	0.57
– LA-C Cataloguing Assistant	0.58	0.57	0.57
– LA-C Standing Orders Assistant	0.58	0.57	0.57
Catégorie 1 : Supervisors and Specialized Technicians			
– LA-D Unit Supervisor ¹	0.71	0.70	0.70
– LA-D Non-Supervisor	0.71	0.70	0.70