



## **Pay Equity Program - Concordia University (CUPEU, CUSSU and Non-unionized Employees)**

### **First Posting**

**May 17, 2010**

**Pursuant to the Québec Pay Equity Act (the Act), Concordia has the obligation to establish a Pay Equity program for positions that were in the following employee groups on February 1<sup>st</sup>, 2009:**

- Office employees (CUSSU)
- Professionals (CUPEU)
- Non-unionized employees, including ACUMAE (management & administrative employees), contractual and casual employees.

### **PURPOSE OF THE ACT**

**The purpose of this Act is to redress differences in compensation due to the systemic gender discrimination affecting persons who occupy positions in predominantly female job classes. (Article 1)**

### **PAY EQUITY COMMITTEE**

As a first step, Concordia constituted a Pay Equity Committee with 2/3 of the members representing the employees covered by the program and 1/3 representing Concordia. Moreover, at least 50% of the employee representatives must be women. The members are:

#### **Employee representatives**

- Mae Anne Burrige - CUSSU
- Isabelle Bouvier – non-unionized
- Kathleen O'Connell – non-unionized
- Miriam Posner non-unionized
- Geoff Selig – CUPEU

#### **Employer representatives**

- Tchad Lafleur
- Clara Paradisis

## **FIRST STEP: IDENTIFICATION OF JOB CLASSES AND THEIR GENDER PREDOMINANCE**

The Committee has accomplished its first task by identifying the distinct job classes and by determining gender predominance.

**The Committee identified job classes on the basis of the following characteristics as provided for by the Act**

- similar duties or responsibilities, and
- similar qualifications, and
- same remuneration (the same rate or the maximum attainable salary in the scale)

**The Committee determined gender predominance for each job class on the basis of the following criteria as provided for by the Act**

- 60% or more of the incumbents were of the same gender, or
- gender stereotypes of field of work, or
- historical incumbency at Concordia.

Appendix A lists the job classes and their gender predominance on February 1<sup>st</sup>, 2009.

Employees are invited to view their job class on the Pay Equity Website at <http://equity.concordia.ca>.

## **SECOND STEP: DESCRIPTION OF THE JOB EVALUATION TOOL AND OF THE EVALUATION PROCESS**

- The Act makes it compulsory to determine the value of the job classes by taking into account the following factors:
  - Qualifications
  - Responsibilities
  - Efforts required
  - Working conditions

The Committee has agreed to the following process:

- The data will be collected through various means such as questionnaires, existing profiles, pay records, and other sources of information.
- A sample of employees in each job class will be invited to complete a questionnaire during group sessions led by a facilitator.
- The value of the job classes will be determined by the point-factor assessment tool as described above.

## **SUBMISSIONS TO THE COMMITTEE**

According to article 76 of the Act, until **July 16, 2010**, employees may, in writing, submit observations to the Pay Equity Committee regarding the process or the information found in Appendix A (the job category listing). Employees should use the form found in Appendix B when submitting their observations to Human Resources – FB 1130 c/o PEC.

Individuals submitting observations to the pay equity committee as noted above, will receive a response, 30 days after the end of the posting period.

## **CONFIDENTIALITY**

It is stipulated in Article 29 of the Act that the members of the Pay Equity Committee are bound to protect the confidentiality of any information and data obtained during the Pay Equity process.

## **THE COMMITTEE MEMBERS**

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Mae Anne Burrige – CUSSU representative

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Tchad Lafleur  
Committee Chair & Concordia  
Representative

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Isabelle Bouvier – Non union representative

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Clara Paradisis – Concordia  
Representative

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Kathleen O'Connell – Non union representative

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Miriam Posner – Non union representative

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Geoff Selig – CUPEU representative