

**Pay equity
Second Posting
March 24, 2011**

Pay equity program – Concordia University

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, 2009:

- Support Staff (CUSSU)
- Professional Staff (CUPEU)
- non-unionized employees including ACUMAE(management & administrative staff) teaching assistants, research assistants, casual (timesheet) and contractual employees

Please note that as per the Pay Equity Act, employees working in jobs normally held by students working at the university in their field of study are excluded.

On the 21st of July 2010, the Committee published the “First posting” as a result of completing the first 2 steps of the pay equity program. More information about the “First Posting” can be found on the Concordia University pay equity website at <http://equity.concordia.ca>.

Step 1: Identification of the pay equity job classes

Identification of job class gender predominancy.

Step 2: Selection of a pay equity job evaluation plan

Identification of the evaluation process

A copy of the First Posting is attached (Appendix A). Please note that minor changes have been made to this first posting further to feedback from the employees.

The Committee is now ready to present the results of the subsequent steps of this pay equity project:

Step 3: Evaluation of the job classes

- a) After rating each job class with the pay equity job evaluation plan, the Pay Equity Committee allocated the following weighting to the respective factors :

Skills	42%
1. Complexity of Decision making	
2. Educational Knowledge	
3. Experiential Knowledge	
4. Problem Solving	
Responsibility	43%
5. Impact of Action	
6. Working Relationships	
7. Leadership	
8. Accountability for Resources	
Effort	10%
9. Physical Demands	
10. Sensory Demands	
Working Conditions	5%
11. Environment	
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Total	100%

- b) Please note job rankings may differ from the Concordia University JEP system since the Pay Equity plan is based on a different job evaluation plan.

Step 4: Calculation of pay equity adjustments and terms and conditions of payments

The Act specifies that salary gaps must be identified. Since benefits at Concordia are equally accessible to all job classes, it is appropriate to compare pay equity adjustments based on salary (more specifically on the scale maximums).

Step 4: Calculation of pay equity adjustments and terms and conditions of payments (cont'd)

As per the modified Pay Equity Act of 2009, the Pay Equity Committee must determine salary gaps on February 1st 2009.

The identified salary gaps are as follow:

Second Posting/ <i>Deuxième affichage</i>			
PE Code / Code générique	2009 PE Generic title / <i>Titre générique</i>	Gender / Predominance (PM=Male/ <i>Masculine</i> , PF=Female/ <i>Féminine</i> , Mixte=Neutral/ <i>Neutre</i>)	Annualized PE Adjustment / <i>Ajustement</i> <i>équité salariale</i> <i>annualisé (%)</i>
100	ACCOUNTS PAYABLEG07	PF	0,7%
115	ADMINISTRATIVE ASSISTANTG08	PF	5,5%
130	ADMISSION ASSISTANTG07	PF	13,8%
155	ASSISTANT TO THE CHAIRG08	PF	5,5%
160	ASSISTANT TO THE CHAIRG09	PF	9,3%
175	ASSISTANT TO THE DEANG10	PF	1,1%
180	ASSISTANT TO THE DIRECTORG09	PF	9,3%
182	ASSISTANT TO THE DIRECTORG10	PF	1,1%
187	BUYERG07	PF	0,7%
192	CASHIERG05	PF	2,3%
194	CLERKG05	PF	2,3%
196	CLERKG07	PF	0,7%
200	COORDINATORG07	PF	0,7%
207	DEPARTMENT ASSISTANTG07	PF	0,7%
225	OFFICE ASSISTANTG07	PF	0,7%
228	OFFICE SUPPORTG06	PF	8,6%
234	PROGRAM ASSISTANTG06	PF	8,6%
235	PROGRAM ASSISTANTG07	PF	0,7%
236	PROGRAM ASSISTANTG08	PF	5,5%
243	RECEPTIONISTG05	PF	2,3%
244	RECEPTIONISTG06	PF	8,6%
245	RECEPTIONISTG07	PF	0,7%
247	RECORDS ASSISTANTG07	PF	0,7%
248	RECORDS ASSISTANTG08	PF	18,1%
249	RECORDS ASSISTANTG09	PF	9,3%
254	SECRETARYG05	PF	2,3%
255	SECRETARYG06	PF	8,6%
256	SECRETARYG07	PF	0,7%
260	SERVICEASSISTANTG05	PF	2,3%
261	SERVICEASSISTANTG06	PF	8,6%
262	SERVICE ASSISTANTG07	PF	13,8%
270	SUPERVISORG07	PF	0,7%
275	SWITCHBOARD OPERATORG06	PF	8,6%
310	COORDINATOR_SERVICE9	PF	3,5%

332	COORDINATOR_SERVICE10	PF	6,5%
364	INSTRUCTOR11	PF	8,0%
394	NURSE12	PF	9,7%
410	CONSULTANT13	PF	1,2%
411	CONSULTANT_SENIOR13	PF	10,5%
418	NURSE_BACHELOR13	PF	10,5%
428	CONSULTANT_SENIOR14	PF	1,0%
430	CONSULTANT_SENIOR14	PF	1,0%
438	COUNSELLOR14	PF	1,0%
518	DIRECTOR ADMINISTRATIONG15	PF	1,7%
534	ASSIST DIR/MANAGER ADMINISTRATIONG14	PF	1,0%
538	DEPARTMENT ADMINISTRATIONG13	PF	10,5%
544	ASSIST DIR/MANAGER ADMINISTRATIONG11	PF	8,0%
563	MANAGER CLINICAL/ENVIRONMENTAL SERVICESG15	PF	1,7%
564	SUPERVISOR CLINICAL/ENVIRONMENTAL SERVICESG14	PF	9,8%
574	SUPERVISOR ADMINISTRATIONG13	PF	10,5%
608	COORDINATOR ADMINISTRATIONG13	PF	1,2%
628	PROFESSIONAL ADMINISTRATIONG13	PF	1,2%
670	ADMIN ASSIST ADMINISTRATIONG11	PF	8,0%
780	ADVISORG13	PF	1,2%
782	ASSISTANT OMBUDSG13	PF	1,2%
787	MANAGER_PRODUCTIONG12	PF	9,7%
791	DIRECTOR, HEALTH SERVICESG18	PF	1,4%
1055	GALLERY ADMINISTRATORG12	PF	9,7%
1059	DIRECTOR,O.PETERSON & DB CLARKG14	PF	1,0%
1064	DEPARTMENT SUPERVISORG13	PF	1,2%
1077	SENIOR FINANCIAL ANALYSTG13	PF	1,2%
1086	ACTING MANAGER STUDENT RECRUITMENTG14	PF	1,0%
1091	COMMUNICATIONS OFFICERG13	PF	1,2%
1100	DIRECTOR HOSPITALITY SERVICES16	PF	1,9%
1102	COORDINATOR WORK STUDY PROGRAMG11	PF	8,0%
1125	MANAGER, BUSINESS DEVELOPMENTG14	PF	1,0%
1132	ASSOCIATE GENERAL COUNSELG15	PF	1,7%
1133	DIRECTOR, RECREATION & ATHLETG17	PF	1,9%
1142	DIRECTOR ART GALLERY15	PF	1,7%
1144	DEPT & INTERNSHIP ADMINISTRATG11	PF	8,0%

The identified salary gaps, based on the February 1st 2009 information, are applicable on all hours worked of the above stated job classes, from November 21st 2001 to December 31st 2010. The adjustment is applicable to the scale maximums, hence applicable pay equity adjustment may differ from one employee to another. In the event that an employee's salary is greater than the pay equity maximum applicable value, no adjustment would apply.

An interest rate of 5% annually is applicable on the pay equity adjustments until payment of the amounts.

Information request

Please read the "Frequently Asked Questions" document attached for your information.

If you have any questions or observations to submit regarding the pay equity adjustments applicable to your job class or on the pay equity project in general, please write to the Pay Equity Committee within 60 days of the second posting by emailing at the following address:

Attn : Dimitra Kofitsa, Compensation Advisor

pequity@alcor.concordia.ca.

The Committee will analyse your request and will reply in writing. Members of the Pay Equity Committee are obliged to follow a confidentiality agreement as per the Act and any requests will be treated in confidence.

Members of the Pay Equity Committee on this March 8th, 2011

Employee group representatives

Mae Anne Burrridge: CUSSU representative

Kathleen O'Connell: Non-unionized representative

Miriam Posner: Non-unionized representative

Melanie Drew: Non-unionized representative

Geoff Selig: CUPEU representative

Employer representatives

Clara Paradisis: Concordia representative

Tchad Lafleur: Committee Chairperson - Concordia representative

FIRST POSTING (Amended)

Appendix A

PE Code / Code générique	2009 PE Generic title / Titre générique	Gender / Predominance (PM=Male/Masculine, PF=Female/Féminine, Mixte=Neutral/neutre)
100	ACCOUNTS PAYABLEG07	PF
105	ACCOUNTS PAYABLEG09	PF
110	ADMINISTRATIVE ASSISTANTG07	PF
115	ADMINISTRATIVE ASSISTANTG08	PF
120	ADMINISTRATIVE ASSISTANTG09	PF
125	ADMINISTRATIVE ASSISTANTG10	PF
130	ADMISSION ASSISTANTG07	PF
135	ANIMAL CARETAKERG02	PM
140	ASSISTANT TO AVPG10	PF
145	ASSISTANT TO THE ASSOCIATE DEANG09	PF
150	ASSISTANT TO THE ASSOCIATE DEANG10	PF
155	ASSISTANT TO THE CHAIRG08	PF
160	ASSISTANT TO THE CHAIRG09	PF
165	ASSISTANT TO THE CHAIRG10	PF
175	ASSISTANT TO THE DEANG10	PF
180	ASSISTANT TO THE DIRECTORG09	PF
181	CLERKAG05	PM
182	ASSISTANT TO THE DIRECTORG10	PF
183	ASSISTANT TO THE PRINCIPALG09	PF
184	BUDGET ASSISTANTG09	PF
185	BUDGET ASSISTANTG10	PF
187	BUYERG07	PF
188	BUYERG08	PF
189	BUYERG09	PF
190	BUYERG10	PF
191	BUYERG11A	PF
192	CASHIERG05	PF
193	CLERKG04	PF
194	CLERKG05	PF
195	CLERKG06	PF
196	CLERKG07	PF
197	CLERKG09	PF
198	MAILCLERKG04	PM
199	DEPOT_CLERKG06	PM
200	COORDINATORG07	PF
201	COORDINATORG08	PF
202	COORDINATORG09	PF
203	COORDINATORG10	PF

204	COORDINATORG12A	PF
205	CUSTOMER SERVICE G05	Mixte
206	COURSE PACK OPERATORG06	PM
207	DEPARTMENT ASSISTANTG07	PF
208	DEPARTMENT ASSISTANTG08	PF
209	DEPARTMENT ASSISTANTG09	PF
210	EDITORIAL ASSISTANTG09	PF
212	EXAMS ASSISTANTG09	PF
213	EXAMS ASSISTANTG10	PM
215	EXECUTIVE SECRETARYG10	PF
216	EXPEDITORG10	PM
217	FINANCIAL OFFICERG09	PF
218	FINANCIAL OFFICERG10	PF
220	GIFT PROCESSING ASSISTANTG08	PF
222	GOVERNMENT REPORTING ASSISTANTG08	PF
223	HR ASSISTANTG09	PF
224	HR ASSISTANTG10	PF
225	OFFICE ASSISTANTG07	PF
226	OFFICE ASSISTANTG08	PF
227	OFFICE ASSISTANTG09	PF
228	OFFICE SUPPORTG06	PF
230	OFFICE TECHNOLOGYG09	PM
231	OFFICE TECHNOLOGYG10	PM
233	PAYROLL ASSISTANTG09	PF
234	PROGRAM ASSISTANTG06	PF
235	PROGRAM ASSISTANTG07	PF
236	PROGRAM ASSISTANTG08	PF
237	PROGRAM ASSISTANTG09	PF
240	PROJECT ASSISTANTG09	PF
242	RECEPTIONISTG04	PF
243	RECEPTIONISTG05	PF
244	RECEPTIONISTG06	PF
245	RECEPTIONISTG07	PF
247	RECORDS ASSISTANTG07	PF
248	RECORDS ASSISTANTG08	PF
249	RECORDS ASSISTANTG09	PF
250	RETAIL OPERATIONSG08	Mixte
252	SACRISTANG03	PM
254	SECRETARYG05	PF
255	SECRETARYG06	PF
256	SECRETARYG07	PF
257	SECRETARYG08	PF
259	SECRETARY TO SR MGRG09	PF

260	SERVICEASSISTANTG05	PF
261	SERVICEASSISTANTG06	PF
262	SERVICE ASSISTANTG07	PF
265	SHIFT SUPERVISORG09	PM
267	SHIPPING RECEIVINGG04	PM
268	SHIPPING RECEIVINGG05	PM
270	SUPERVISORG07	PF
275	SWITCHBOARD OPERATORG06	PF
280	WEB SUPPORTG10	PM
300	ADVISOR9	PF
301	ADVISOR10	PF
308	CONSULTANTJUNIOR9	PM
310	COORDINATOR_SERVICE9	PF
314	DESIGNER9	Mixte
320	ADVISOR_ADMISSIONS11	PF
321	ADVISOR_FINANCIAL_AID12	PF
322	ADVISOR_PLACEMENT12	PF
323	ADVISOR_AWARDS_AID10	PF
324	PROGRAMMER_ANALYST10	PM
325	ADVISOR_STUDENT12	PF
328	CONSULTANT10	PM
331	COORDINATOR_IT10	PM
332	COORDINATOR_SERVICE10	PF
334	DESIGNER10	PF
335	DESIGNER_WEB10	PF
338	INSTRUCTOR10	Mixte
339	INTERVIEWER_ADMISSIONS10	PF
340	OFFICER_SERVICE10	PF
341	VIDEOGRAPHER10	PM
342	ATHLETIC_THERAPIST11	PM
344	ADVISOR_STUDENT11	PF
348	ANALYST_BUDGET11	PF
349	ANALYST_PROGRAMMER11	PF
350	COACH11	PM
351	COACHA11	PM
353	ANALYST_SYSTEMS11	PM
354	CONSULTANT_INTERMEDIATE11	PM
355	ANALYST_TELECOM11	PM
358	COORDINATOR_LAB11	PM
359	COORDINATOR_SERVICE11	PF
360	DESIGNER11	PF
361	DESIGNER_INSTRUCTIONAL11	PM
362	DESIGNER_WEB11	Mixte

364	INSTRUCTOR11	PF
368	PROGRAMMER_ANALYST11	Mixte
370	TRANSLATOR11	PF
375	ADVISORACADEMIC12	PF
376	ADVISORADMISSION12	PF
377	ADVISORCOMMUNICATION12	PF
378	ANALYST_SYSTEMS12	PM
379	SYSTEMADMINISTRATOR12	PM
380	CONSULTANT_SENIOR12	PM
382	ADVISOR_CAREER12	Mixte
383	ADVISOR_INTERNATIONAL12	PF
384	COORDINATOR_COMMUNICATIONS12	PF
385	ADVISOR_RECRUITMENT12	PF
386	ADVISOR_RESEARCH12	PF
388	DESIGNER_GRAPHIC12	PM
389	ANALYST_DATA12	PF
391	ANALYST_FINANCIAL12	PF
393	COORDINATOR_COOP12	Mixte
394	NURSE12	PF
395	ANALYSTFINANCE13	PF
396	COORDINATOR_INTERNSHIP12	PF
397	COORDINATOR_SERVICE12	Mixte
398	COORDINATOR_SERVICE12	Mixte
400	PROGRAMMER_ANALYST12	PM
401	OFFICER_FUNDRAISING12	PF
405	SENIOR_WRITER12	PM
406	AUDITOR12	Mixte
407	ADVISOR_SAFETY12	Mixte
408	ANALYST_SYSTEMS13	PM
410	CONSULTANT13	PF
411	CONSULTANT_SENIOR13	PF
412	SENIOR ADVISOR_INTERNATIONAL13	PF
413	COORDINATOR13	PF
414	COORDINATOR_SERVICE13	PF
415	WEB_DEVELOPER12	PM
418	NURSE_BACHELOR13	PF
420	SENIOR_TRANSLATOR13	Mixte
422	OFFICER_ARCHIVES13	PF
423	SENIOR_BUYER13	Mixte
424	ADMINISTRATOR_SYSTEMS13	PM
428	CONSULTANT_SENIOR14	PF
429	ANALYST_SYSTEMS14	PM
430	CONSULTANT_SENIOR14	PF

431	SYSTEMSDEVELOPER14	PM
432	HEALTH_EDUCATOR14	Mixte
438	COUNSELLOR14	PF
439	COUNSELLOR14	PF
442	ENGINEERING_SPECIALIST14	PM
443	ENGINEERING_SPECIALIST14	PM
449	EDITOR14	PF
450	PROJECT_MANAGER14	Mixte
500	SR DIRECTOR ADMINISTRATIONG19	Mixte
504	SR DIRECTOR ADMINISTRATIONG18	PM
508	SR DIRECTOR TECHNICALG18	PM
510	DIRECTOR ADMINISTRATIONG17	PF
514	DIRECTOR ADMINISTRATIONG16	PF
518	DIRECTOR ADMINISTRATIONG15	PF
524	DIRECTOR TECHNICALG16	PM
527	ASSIST DIR/MANAGER ADMINISTRATIONG16	PM
528	ASSIST DIR/MANAGER ADMINISTRATIONG16	PF
529	ASSIST DIR/MANAGER FACILITIESG16	PM
530	ASSIST DIR/MANAGER ADMINISTRATIONG15	PF
534	ASSIST DIR/MANAGER ADMINISTRATIONG14	PF
538	DEPARTMENT ADMINISTRATIONG13	PF
540	ASSIST DIR/MANAGER ADMINISTRATIONG12	PM
541	MANAGER OPERATIONS/LOGISTICSG13	PF
544	ASSIST DIR/MANAGER ADMINISTRATIONG11	PF
548	ASSIST DIR/MANAGER TECHNICALG17	PM
554	ASSIST DIR/MANAGER TECHNICALG15	PM
560	ASSIST DIR/MANAGER TECHNICALG13	PM
561	MANAGER G14	PM
562	MANAGER FACILITIESG14	PM
563	MANAGER CLINICAL/ENVIRONMENTAL SERVICESG15	PF
564	SUPERVISOR CLINICAL/ENVIRONMENTAL SERVICESG14	PF
565	MANAGER SECURITY SERVICESG13	PM
566	ASSIST DIR SPORTS & ATHLETICSG13	PM
568	SUPERVISOR ADMINISTRATIONG15	PF
569	SUPERVISOR SYSTEMG15	PM
574	SUPERVISOR ADMINISTRATIONG13	PF
578	SUPERVISOR ADMINISTRATIONG12	PF
580	SUPERVISOR ADMINISTRATIONG11	PM
584	SUPERVISOR ADMINISTRATIONG10	PM
588	SUPERVISOR ADMINISTRATIONG09	PM
590	SUPERVISOR ADMINISTRATIONG08	PF
594	SUPERVISOR TECHNICALG15	PM
598	SUPERVISOR TECHNICALG14	PM

600	SUPERVISOR TECHNICALG13	PM
601	SUPERVISOR TRADESG12	PM
604	SUPERVISOR TECHNICALG12	PM
608	COORDINATOR ADMINISTRATIONG13	PF
610	COORDINATOR ADMINISTRATIONG12	PF
614	COORDINATOR ADMINISTRATIONG11	PF
620	CONSULTANT ADMINISTRATIONG16	PM
624	PROFESSIONAL ADMINISTRATIONG14	PM
628	PROFESSIONAL ADMINISTRATIONG13	PF
629	PROFESSIONAL ANALYSTG13	PF
630	PROFESSIONAL ADMINISTRATIONG12	PF
638	PROFESSIONAL ADMINISTRATIONG10	PF
644	PROFESSIONAL TECHNICALG12	PM
648	EXEC ASSISTANT ADMINISTRATIONG16	PF
650	EXEC ASSISTANT ADMINISTRATIONG15	PF
654	EXEC ASSISTANT ADMINISTRATIONG13	PF
658	EXEC ASSISTANT ADMINISTRATIONG11	PF
660	EXEC ASSISTANT ADMINISTRATIONG10	PF
668	ADMIN ASSIST ADMINISTRATIONG13	PF
670	ADMIN ASSIST ADMINISTRATIONG11	PF
674	ADMIN ASSIST ADMINISTRATIONG10	PF
678	ADMIN ASSIST ADMINISTRATIONG09	PF
684	ADMIN ASSIST ADMINISTRATIONG07	PF
770	ADVISORG11	PF
772	HRIS_ANALYSTG12	PM
774	ADVISORG12	PF
776	ADMINISTRATORG11	PF
780	ADVISORG13	PF
782	ASSISTANT OMBUDSG13	PF
784	COORDINATOR_ADMINING13	PF
785	BENEFITS_SPECIALISTG09	PF
786	HEAD ATHLETIC MANAGERG12	PM
787	MANAGER_PRODUCTIONG12	PF
790	COORDINATOR CLINICALG15	PM
791	DIRECTOR, HEALTH SERVICESG18	PF
792	DIRECTOR, FAC PLN & DEVELOPMENTG19	PF
1053	EXECUTIVE DIRECTOR MKTG & COM19	PM
1055	GALLERY ADMINISTRATORG12	PF
1056	PRINCIPAL DIR OF DEVELOP G17	PF
1057	UNDERGRADUATE COMPETITION ADVISOR13CUPEU	PM
1059	DIRECTOR,O.PETERSON & DB CLARKG14	PF
1060	DIRECTOR, SECURITYG17	PM
1061	SYSTEMS MANAGERG12	PM

1064	DEPARTMENT SUPERVISORG13	PF
1065	DIRECTOR STRATEGIC PLANS18	PF
1066	DIRECTOR, CONCORDIA INTERNATIONALG17	PM
1068	ADVISOR RIGHTS & RESPONSIBIL.G16	Mixte
1070	SITE MANAGERG13	PM
1072	INVESTIGATORG15	PM
1073	LEGAL COUNSEL,EMPLOY.& LABOUR16	PF
1077	SENIOR FINANCIAL ANALYSTG13	PF
1079	SR ACADEMIC ADMIN ADVISOR13CUPEU	PM
1080	DIRECTOR, SPECIAL PROJECT17	PM
1086	ACTING MANAGER STUDENT RECRUITMENTG14	PF
1088	COORDINATOR RESIDENCE LIFE12	PM
1091	COMMUNICATIONS OFFICERG13	PF
1093	MANAGER, ACCOUNTING SERVICESG16	PM
1094	SPECIAL ADVISOR/HEAD OF IITS19	PM
1097	COMPENSATION DIRECTOR18	PM
1100	DIRECTOR HOSPITALITY SERVICES16	PF
1102	COORDINATOR WORK STUDY PROGRAMG11	PF
1107	ASSOCIATE DIRECTOR/HEAD FOOTBALL COACHG12	PM
1109	DIRECTOR, EOEG18	PF
1113	MANAGER APPLICATION DEVELOPERG15	PM
1114	ADVISOR, M.B.A. PROGRAM12CUPEU	PM
1115	BOOKSTORE/COMPUTER SUPERVISORG10	PM
1124	DIRECTOR EMPLOYEE RELATIONSG18	PM
1125	MANAGER, BUSINESS DEVELOPMENTG14	PF
1128	UNIVERSITY OMBUDSPERSONG17	PF
1131	MANAGER,CONFER.SUMMER HOUSINGG13	PM
1132	ASSOCIATE GENERAL COUNSELG15	PF
1133	DIRECTOR, RECREATION & ATHLETG17	PF
1134	DIRECTOR OF ANNUAL GIVINGG17	PM
1138	LEGAL COUNSEL,STUDENT & ADMIN.16	PF
1142	DIRECTOR ART GALLERY15	PF
1143	MANAGER SIS INTEGRATIONG15	PM
1144	DEPT & INTERNSHIP ADMINISTRATG11	PF
1151	DIRECTOR, COOP. EDUCATION17	PF

Frequently Asked Questions

Will all employees carrying out similar duties receive the same adjusted payout?

Not necessarily. Periods of leave, re-evaluations, retirement dates, union dues and employee specific salary are all elements that must be taken into consideration in the calculations of the pay equity adjustment.

Why I am not entitled to an adjustment?

Several reasons may explain why you are not entitled to a pay equity adjustment. If your job category is not to be found among the adjusted categories, it means that no systemic discrimination applied to your situation hence your salary treatment was found adequate in accordance with the Pay Equity Act for the entire period covered for this exercise.

It could also be because your salary as of February 1st 2009 was found to be higher than the pay equity scale maximum identified for your job category. Therefore your salary is maintained and no salary adjustment is applicable.

Another possibility could be that you started working at Concordia after February 1st 2009. This would mean that you would not be covered under this exercise but will be in the maintenance pay equity in the future.

Will the retroactive amount be subject to deductions?

Pay equity adjustments are identified as earnings and as such, are subject to any applicable deductions under the provincial and federal income tax legislation. Some of those deductions are, union dues, Quebec pension, UI, etc. It is also important to note that pay equity adjustments are for the time an employee was active and working in the job category. This means that any unpaid leaves are not included.

When will I be receiving my adjustment?

Once the second posting and final posting are completed the calculation of the pay equity adjustment can begin. Therefore the calculation will begin around the month of May 2011. In the calculation, HR will be required to trace back each employee in every adjusted pay equity job category from February 1st 2009 back to November 21st 2001. It is anticipated that this part of the project is expected to be completed towards the end of 2011.

As a retiree am I entitled to a salary adjustment?

Retirees who held a position for which adjustments have been identified are covered by this exercise. Salary adjustment would be applicable for the time worked in the category between the period of November 21, 2001 to February 1st 2010. This means that the pension would also be adjusted accordingly. Retired employees must submit a request in writing to the Pay Equity Committee in order to receive the adjustments.

My category existed prior to 2009 but did not exist on February 1st 2009. How does the pay equity exercise affect me?

As per the Pay Equity Act, Concordia is required to accomplish pay equity based on the positions existing on February 1st 2009. Job categories identified on that date are those to be covered under the Act.

I would like to know what my adjustment will be. How can I calculate this on my own?

The identification of the pay equity adjustment is the responsibility of the Pay Equity Committee. The calculation of the pay equity adjustments retroactive payout from Nov 21st 2001 to Feb 1st 2009 is the responsibility of the University since paid salaries by the employer must be adjusted. You will be advised of the adjustment amounts when this exercise is completed.

I no longer work for the University, however I did work between November 21, 2001 and February 1st 2009. How will I know if I am entitled to an adjustment? What do I have to do in order to receive my adjustment should I be entitled to one?

First you must verify if your position is part of a pay equity job category that was identified on the First Posting. If your position is listed then you must refer to the 'Second Posting' to know if any pay equity adjustment is applicable to the job category with which you have been associated. To consult the first Posting and the Second posting you can visit the pay equity website at <http://equity-dev.concordia.ca/pay-equity-results/> or the pay equity binder located at the front desk of HR, or at the security booth at the Loyola campus). If the job category in question is entitled to an adjustment, you must submit a request in writing to the Pay Equity Committee (pequity@alcor.concordia.ca) with your most recent mailing address information. The University will take necessary steps to calculate your pay equity payout and expedite the amount to your home address.

Will I be able to know the evaluation score for my job category?

The evaluation of the job categories and the validation of the results is a responsibility of the Pay equity Committee. As per the Pay equity Act it is mandatory to inform the employees about the pay equity adjustments. The detailed evaluation is confidential to the pay equity Committee.

During the period covered by this exercise I was receiving maternity, or paternity or parental benefits. Would I be entitled to a pay equity adjustment?

If you were on maternity, paternity, or parental benefits leave during the period of these adjustments, you may be eligible to a benefit revision by the Régime québécois d'assurance parental (RQAP). If this is the case, the University will provide you with an amended ROE – Record of Employment. This also includes adjustments to the "Top Up".

Who should I be contacting if I have additional questions?

Question or comments must be addressed in writing to the attention of Dimitra Kofitsa, compensation advisor, at the following address:

Email: pequity@alcor.concordia.ca

Address: Concordia University
Human Resources
c/o Pay Equity
1455 De Maisonneuve Blvd. West, FB 1130
Montreal, Quebec H3G 1M8