

CUFA PAY EQUITY PROGRAM

FIRST POSTING

Pay Equity Act highlights are available on Human Resources website, <http://relish.concordia.ca/hr>. For those CUFA members not having access to this website, printed copies are available upon request from Mr. Robert Lacasses's office (address given at the end of this document).

INTRODUCTION

In compliance with the Pay Equity Act, this document is intended to provide CUFA members with a progress report on the work accomplished to this date by the Pay Equity Committee.

The objective of the Pay Equity Act, R.S.Q., chapter E-12.001 (<http://www.ces.gouv.qc.ca>) 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 (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 distinct Pay Equity Committee for faculty members as requested by CUFA to participate in establishing the Pay Equity Plan, as provided in the law and as requested by the Pay Equity Commission in their letter of May 30, 2000 resolution CÉS.49-3.3 – 200-054-2. The Committee members are:

CUFA MEMBERS

- Dr. Lucie Lequin
- Ms Rosalind Knitter
- Ms Louise Carpentier
- Ms Oksana Dykyj

UNIVERSITY MANAGEMENT

- Mr. Robert Lacasse
 - Ms Lillian Rubinlicht
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- Mr. Serge De Gagné (Advisor)
Groupe-conseil Aon

THE PROCESS

Meetings were held from June to December 2000 to do the following work:

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

IDENTIFICATION OF PREDOMINANTLY FEMALE JOB CLASSES AND PREDOMINANTLY MALE JOB CLASSES

- The four (4) ranks for both Faculty and Librarians present some complexities of comparison for Pay Equity purposes. The Committee acknowledged this difficulty and studied different ways to implement Pay Equity that recognise the fact that the CUFA Collective Agreement provides only for a salary floor but no salary range.
- The Committee studied various statistical reports, among which was a document developed by the late Dr. M. Stelcner dated May 25, 1999. Using various factors like age, rank, years of service, and faculties, Dr. Stelcner's report presents compensation data for both male and female Faculty. While the document is interesting, it does not indicate any compensation gender trend that would be meaningful for the purpose of pay equity work. Data analysis extracted from Dr. Stelcner's report indicates that, of a total of 597 non-tenured and tenured Faculty Members, 70% are male, indicating a predominately male class.
- The Committee also reviewed and discussed another statistical report, issued by Human Resourced on June 1, 2001. With minor differences, in the number of incumbents due to the date of the reports, all statistical data indicated those job classes for Faculty is of male predominance and for Librarians are of female predominance.

Based on the analysis of the various reports it reviewed, the Committee concluded that Librarians are predominantly female while Faculty is predominantly male.

- The Committee found that the traditional four (4) ranks for Faculty and four (4) ranks for Librarians are the best available job class groupings to reflect the University's reality. The Committee agreed that one of the representative job classes in each of the two groups would be compared for pay equity: the Assistant Professor and the Librarian II.
- The Committee decided that, in evaluating qualifications for a job class, only required generic qualifications would be used.
- The Committee also decided:
 - To use the salary floors in Article 40, and the index specified in Article 39 of the CUFA Collective Agreement, for the purpose of identifying the salary level for each of the job classes.
 - To determine whether the 86% salary floor for the Librarian II jobs class was equitable in comparison to the salary floor for Assistant Professor job.

Furthermore, the Committee agreed that, if the predominantly female job class to be evaluated were to receive a compensation adjustment following Pay Equity implementation, then the three (3) other ranks of Librarians would receive the same percent adjustment.

EVALUATION METHOD AND PROCEDURE

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

The Pay Equity Committee has determined the evaluation factors to be used to establish the relative value of predominantly female and male classes. The selected factors are the following:

Factor 1 – Qualifications

Sub-factors

1. Professional knowledge/Degrees
2. Previous related experience

Factor 3 - Effort

Sub-factors

6. Sensory (using one or more senses)
7. Mental
8. Physical

Factor 2 – Levels of Responsibility

Sub-factors

1. Autonomy
2. Communication with students, faculty, staff and external contacts
5. Accountability

Factor 4 – Working conditions

Sub-factors

6. Physical environment
7. Human environment

B. Procedures

Information on job responsibilities provided in the CUFA Collective Agreement, the job descriptions of Librarians, and the Committee members' knowledge of the jobs were used, permitting the validation of information required to do the pay equity work.

ADDITIONAL INFORMATION

In accordance with section 76 of the Pay Equity Act, should you require additional information from the CUFA Pay Equity Committee or wish to make comments to the Pay Equity Committee, you must forward your request and/or comments in writing, within 60 days of the present posting (by not later than April 30, 2001). Please identify your written request and/or comments (including e-mail) with the subject heading: CUFA Pay Equity Committee and forward it to:

Mr. Robert Lacasse
Concordia University
Manager, Compensation and Benefits
1455, De Maisonneuve Blvd West, E.R. 500
Montreal (Quebec) H3G 1M8
E-mail: Rlacasse@alcor.concordia.ca

Who will submit your request/comments to the Pay Equity Committee.

NEXT STEPS

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

- Evaluation of job classes;
- Determination of differences in compensation and correction of the salary index, 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.