##

PAY EQUITY

[Organization Name] is committed to equal pay for equal labour/work, as required by the New Brunswick Employment Standards Act (ESA) and the Pay Equity Act. The following criteria only will be used to decide employee compensation: qualifications, effort required, responsibility, and working conditions. This policy applies to public sector employers in New Brunswick.

## DEFINITION

As per New Brunswick’s *Pay Equity Act*:

**Pay equity** means “a compensation practice that is based primarily on the relative value of the work performed, irrespective of the gender of employees, and includes the requirement that the employer not establish or maintain a difference between the pay paid to female and male employees who are performing work of equal or comparable value.”

## POLICY

[Organization Name] is devoted to compensating employees based on the value of their work as determined by four key factors: skill, effort, responsibilities normally required in the performance of the work, and the conditions under which the work is performed.

In addition, we will employ the male-female job-to-job comparison approach to assure gender-neutral compensation when salary is awarded.

[Organization Name] will not pay one employee less than another based on their gender when they perform substantially the same type of work in the same establishment, as their work requires substantially the same level of skill, effort, and responsibility, and is performed under substantially similar working conditions.

[Organization Name] will not reduce employee salaries in order to achieve equal compensation for equal effort.

### Employer Responsibilities

[Organization Name] will:

* Establish a committee or identify the individual responsible for implementing pay equity in the organization.
* Develop and uphold pay equity policies.
* Examine and evaluate the company's work positions in accordance with the Employment Standards Act and the Pay Equity Act's fair and equitable standards.
* To ensure gender-neutral pay, apply the Pay Equity Act's male/female job-to-job comparability approach.
* Post a notice in the workplace outlining our commitment to maintaining pay and equal opportunity policies, as well as the process for submitting a complaint or objection under the Act.
* Complete a comprehensive pay equity plan

[Organization Name] complies with the Act by changing our remuneration practices so that female-dominated classifications are paid at the same rate as male-dominated classifications performing work of equal or comparable value.

Exceptions

When employees of different genders do the same job, they may be paid differently if the discrepancy is due to the following factors:

* a seniority system
* a merit system
* a method of calculating revenue depending on the quantity or quality of work completed

If the disparity is due to a cause other than gender, employees performing comparable work may be compensated differently.

###

### Reprisals

###

[Organization Name] will not penalize an employee in any manner for enquiring about other employees' pay to see whether [Organization Name] provides equal pay for equal work, or for disclosing their own salary to another employee to see if they are receiving equal pay for equal work.

### Filing a Claim

Employees who believe [Organization Name] is breaking the equal pay for equal work regulations can file a complaint with the Payment Equity Bureau. Employees might also bring their difficulties to the attention of management.