Step 7: Looking Ahead

PAY EQUITY OFFICE
BUREAU DE L'ÉQUITÉ SALARIALE

7_1_Intro <Narrator>
In this video, we will explain Step 7, which is about maintaining the good work you've done and keeping good records.

7_2_KeepGoodRecords_1 <Narrator>
Haifa & Lucien, owners of Upcycled Fashion, just finished all the necessary steps to complete a pay equity analysis.

7_2_KeepGoodRecords_2
<Lucien> It feels great to be done our pay equity analysis but it looks like there is one more step in the toolkit. Do we have to post a Pay Equity Plan in the workplace?

7_2_KeepGoodRecords_3
<Haifa> No, since we're a relatively new business, the *Pay Equity Act* doesn't require us to post a plan.

7_2_KeepGoodRecords_4
<Lucien> Is there anything else we need to do?

7_2_KeepGoodRecords_5
<Haifa> We just need to make sure we store our files carefully so we can easily access them whenever we need to do a periodic refresh. If we lose these files, we will lose all the work we just did.

7_2_KeepGoodRecords_6
We have to properly name and save two things:

1. The Pay Equity Toolkit for when we want to update relevant sections in the future. And,
2. Our payroll records to demonstrate that we made all the required pay rate changes and paid out all retroactive adjustments including interest.

7_2_KeepGoodRecords_7
Although it is not necessary to do annual reviews, we will have to do another pay equity analysis whenever our company undergoes a significant change.

7_2_KeepGoodRecords_8
<Lucien> What would be considered a significant change? Could you give me an example?

7_3_Maintenance_1
<Haifa> Imagine three years from now, we are doing so well that we create new positions that do not fit into existing job classes, and we also add more responsibility to the Online Sales Rep and Sewist job classes. We would need to repeat the steps in the Toolkit to create new job classes for the new positions, and we would have to look at Step 3 to see if the new responsibilities change the point values for the Online Sales Rep and Sewist classes. Changes in the point values might require changing the male comparators.

7_3_Maintenance_2
On the other hand, imagine that in three years' time, Upcycled Fashion is still doing well, but the only changes we made were to hire additional staff into existing positions and give everyone raises. Our pay equity analysis won't need to be changed since the job descriptions have stayed the same, and so the point values have also stayed the same. In terms of raises, let's say that we decided to give all staff the same across-the-board increase and anything above that would be merit increases based on performance ratings.

7_3_Maintenance_3
In this scenario of minimal organizational change despite growth in size, there is likely no need to make any changes to the comparators or banding.

7_4_Conclusion_1
<Lucien> Congratulations to us and congratulations to you, our viewers, for successfully using the Toolkit to complete your pay equity analysis!

7_4_Conclusion_2
<Haifa> We understand you are busy managing your business, but taking the time to do this will benefit your company in the long run. Not only will you have fulfilled your responsibilities under the *Pay Equity Act*, you're also doing your part to close the gender wage gap and to make yourself an attractive, competitive employer-of-choice. Way to go!

This video presents one hypothetical business scenario. It is for information only and is intended to assist employers in complying with the *Pay Equity Act*. It is not to be construed or considered as legal advice, nor warranted to be complete and accurate, and

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Download the Pay Equity Toolkit

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