



Coalition for Pay Equity
Coalition pour l'équité salariale
New Brunswick • Nouveau-Brunswick

Pay Equity Exercise Checklist

This checklist aims to help employers verify that they have completed every step of a proper pay equity exercise, from evaluating jobs fairly to calculating and implementing equitable wages. Pay equity means ensuring that women-dominated jobs are paid the same as men-dominated jobs of equal or comparable value. It addresses systemic wage discrimination by comparing the value of jobs based on their required skills, responsibilities, effort, and working conditions.

- ☐ **Before You Begin:** Set Up a Job Evaluation Committee
- ☐ **Step 1** – Identify Job Categories & Gender Predominance
- ☐ **Step 2** – Choose a Gender-Neutral Job Evaluation Tool
- ☐ **Step 3** – Analyze Jobs & Update Job Descriptions
- ☐ **Step 4** – Compare Job Category Value
- ☐ **Step 5** – Calculate Equitable Wages
- ☐ **Step 6** – Plan the Distribution of Wage Adjustments
- ☐ **Step 7** – Publish Results
- ☐ **Step 8** – Pay Wage Adjustments
- ☐ **Step 9** – Maintain Pay Equity



NOTE: Pay equity is an ongoing process, not a one-time exercise. To support future maintenance, all documents and records from the evaluation (including tools used, methodologies, and scoring rationales) should be stored securely.

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Women and Gender
Equality Canada

Femmes et Égalité
des genres Canada



Before You Begin: Set Up a Job Evaluation Committee

- ☐ **Establish a joint job evaluation committee with both employer and employee representatives.**
 - ☐ Employee representatives (unionized and non-unionized) are selected by staff.
 - ☐ Employee representatives should, to the extent possible, represent the main women-dominated and men-dominated job categories being evaluated.
 - ☐ Employee representation on the joint committee is at least equal to, if not greater than, employer representation.

Step 1



Identify Job Categories & Gender Predominance

- ☐ **The joint committee groups all jobs into job categories based on similar roles and responsibilities, qualifications and skills, and the same wages/wage scales.**
 -  **NOTE:** A job category can sometimes be made up of just one job.
- ☐ **The joint committee determines the gender predominance of each job category using at least one of the following criteria:**
 - ☐ At least 60% of workers in the category identify with the same gender;
 - ☐ Historically, the majority of workers in the category have identified with the same gender;
 - ☐ The category is commonly associated with a specific gender due to occupational stereotypes.

Step 2



Choose a Gender-Neutral Job Evaluation Tool

- ☐ **The joint committee chooses a single, gender-neutral job evaluation tool to evaluate all job categories.**
- ☐ **The tool assesses four factors: skills, responsibilities, effort, and working conditions.**
- ☐ **The employer and the joint committee explain the pay equity process to employees.**

Step 3

Analyze Jobs & Update Job Descriptions

- ☐ **The joint committee conducts a job analysis questionnaire for each job category.**
 - ☐ Employees participate directly in describing their work using a questionnaire.
 - ☐ Supervisors validate job analysis questionnaires without altering employee input.
- ☐ **The joint committee updates and/or develops job descriptions based on the data collected from job analysis questionnaires. Each description includes:**
 - ☐ Job title and summary
 - ☐ Required qualifications and skills
 - ☐ Duties and responsibilities
 - ☐ Working conditions
 - ☐ Salary range and full compensation information (e.g., benefits, paid time off, pension, etc.).

Step 4

Compare Job Category Value

- ☐ **The joint committee:**
 - ☐ Evaluates jobs using the selected gender-neutral job evaluation tool.
 - ☐ Determines the weights of all factors and subfactors based on the organization's context.
 - ☐ Reviews and validates point allocations to ensure consistency, identify outliers, and correct any potential errors.
 - ☐ Compares the scores and wages assigned to women-dominated job categories to the scores and wages assigned to men-dominated job categories using a valid comparison method that aligns with pay equity legislation.

Step 5

Calculate Equitable Wages

- ☐ **If inequities are identified, the joint committee calculates wage adjustments for women-dominated job categories.**
 -  The employer does not freeze, lower, or red-circle wages to achieve pay equity.

Step 6

Plan the Distribution of Wage Adjustments

- ☐ The joint committee gives recommendations to the employer regarding the terms, conditions, and timeline for distributing wage adjustments in a timely manner.
- ☐ The employer communicates the wage adjustment distribution plan to all employees.
- ☐ The employer provides a written notice to the affected union(s) to ensure that wage adjustments are reflected in collective agreements (where applicable).

Step 7

Publish Results

- ☐ The employer posts the results of the pay equity exercise within the workplace.
 NOTE: Legislation may require the employer to report the pay equity exercise and its results to the New Brunswick Pay Equity Bureau.

Step 8

Pay Wage Adjustments

- ☐ The employer pays the identified wage adjustments within the established timeframe.

Step 9

Maintain Pay Equity

- ☐ The joint committee works collaboratively to establish a pay equity maintenance plan.
- ☐ When necessary, the joint committee evaluates new or modified jobs using the same gender-neutral job evaluation tool.
- ☐ The employer informs all employees and the New Brunswick Pay Equity Bureau of any maintenance evaluations.