

# Compliance with the *Pay Equity Act*, 2009

## MAINTENANCE REVIEW TIP SHEET

**As a Public Sector employer**, it is necessary to maintain pay equity within each of Parts I, II and III of the Public Service or if the employer is a body corporate listed in Part IV of the Public Service, within its organization. (Section 24, [Pay Equity Act](#), 2009)

Once pay equity is achieved for a job classification, then you should:

- conduct a non-discriminatory review of pay equity compensation practices in accordance with the [regulations](#) stipulated under the Act, and
- make any pay adjustments that are required to ensure pay equity is maintained.

Pay equity:

- is not a one-time effort — it is an ongoing process;
- can be maintained through comprehensive compensation management, which means the employer's compensation practices should be consistent, fair, and applied in a non-discriminatory way; and
- needs to be maintained, despite any changes within the organization, especially the creation of new jobs and new job classes or changes in existing jobs or working conditions.

### **When do regular pay equity maintenance reviews need to be conducted?**

As a best practice, the first maintenance review of an employer's pay equity compensation practices is conducted immediately after the last pay equity adjustment has been made. If no inequity was found in the initial pay equity exercise, then other factors may trigger the need for a maintenance review.

### **What factors, other than regularly scheduled reviews, trigger the need for a maintenance review?**

Changes to a job description, a job class or the structure of an organization are factors that may affect the outcomes of the initial pay equity exercise and result in new discriminatory wage gaps between jobs. These factors may warrant a pay equity maintenance review in addition to the regular review periods.

### **What is the timeline required to provide results of a maintenance review?**

The employer should provide the results of the review to the Bureau within 30 days after it has been completed. You are encouraged to review *Sections 24-30* of the Act [here](#).

### **What tools are used for a maintenance review?**

To ensure the principle of the continuity inherent to pay equity maintenance, employers should take such action as may be necessary to maintain pay equity within each of its entities for which a pay equity exercise has been conducted. The same methods, tools and process that were used to develop the implementation plan (i.e. job evaluation methodology and wage comparison methodology) are generally recommended to be used during a maintenance review.



## **What are the steps for conducting a maintenance review?**

1. Reassess the female-dominated classifications and male-dominated job classifications;
2. Evaluate job classes using the same methodology used during the implementation of pay equity;
3. Compare the value of the work performed by female-dominated job classifications to the value of the work performed by male-dominated classifications;
4. Calculate the estimation of the differences in compensation and determine if inequities are present; and
5. Make any adjustments required to ensure that female-dominated classifications are assigned a rate of pay equal to the rate of pay of the male-dominated classifications performing work of equal or comparable value.

For more information on pay equity, visit the following resources:

- [Pay Equity Act, 2009](#)
- [Pay Equity Fact Sheet](#)
- [Pay Equity vs. Wage Gap](#)

Need additional help? Contact the Pay Equity Bureau: [www.gnb.ca/PayEquity](http://www.gnb.ca/PayEquity)