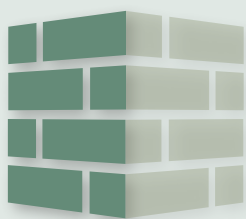# KEY STEPS TO CREATING & POSTING A PAY EQUITY PLAN

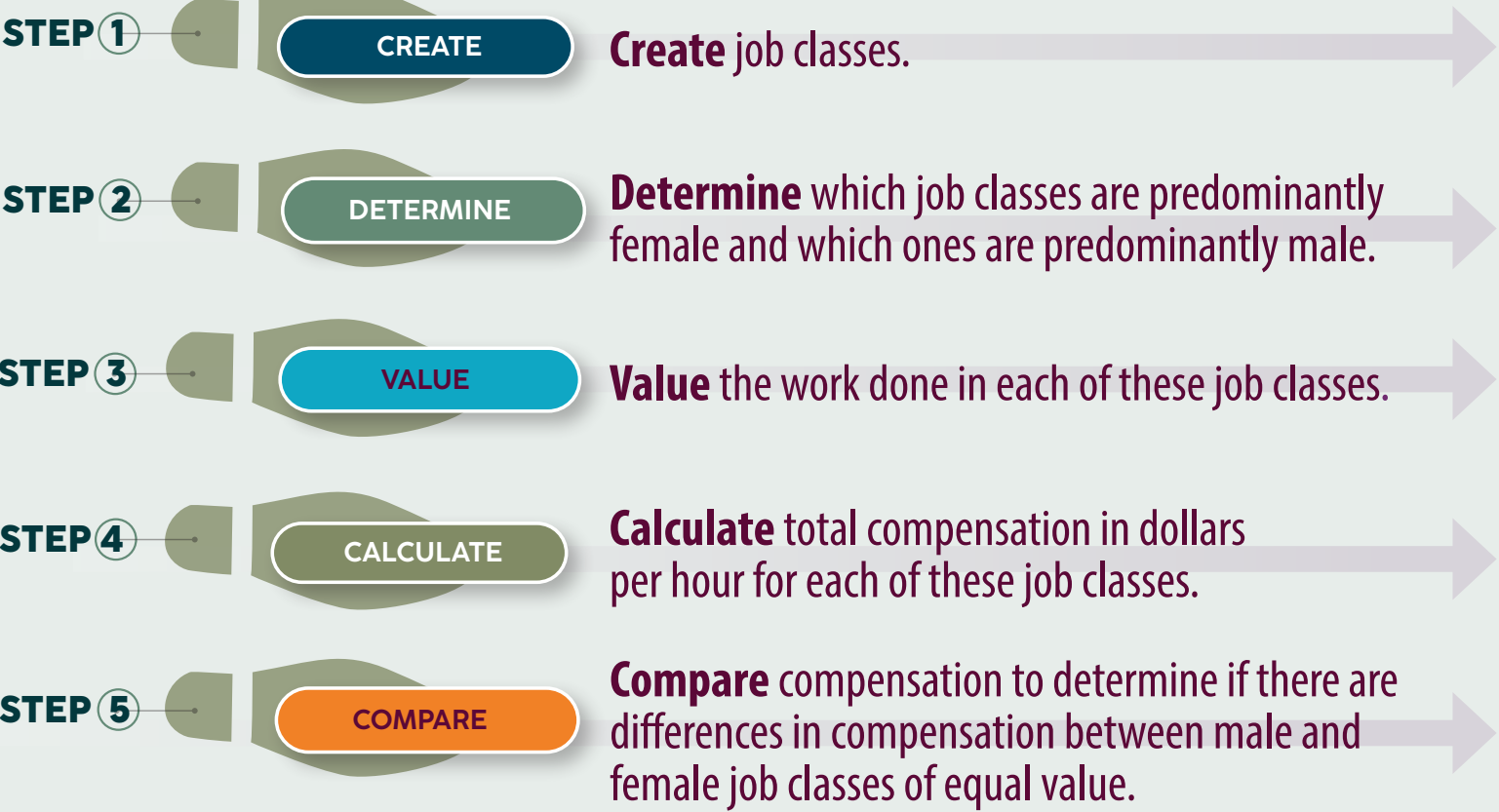## GET STARTED ON YOUR PAY EQUITY PLAN BY **ESTABLISHING A SOLID FOUNDATION**

START BY:
- Increasing awareness of pay equity
- Notifying employees
- Establishing a pay equity committee, and
- Gathering data

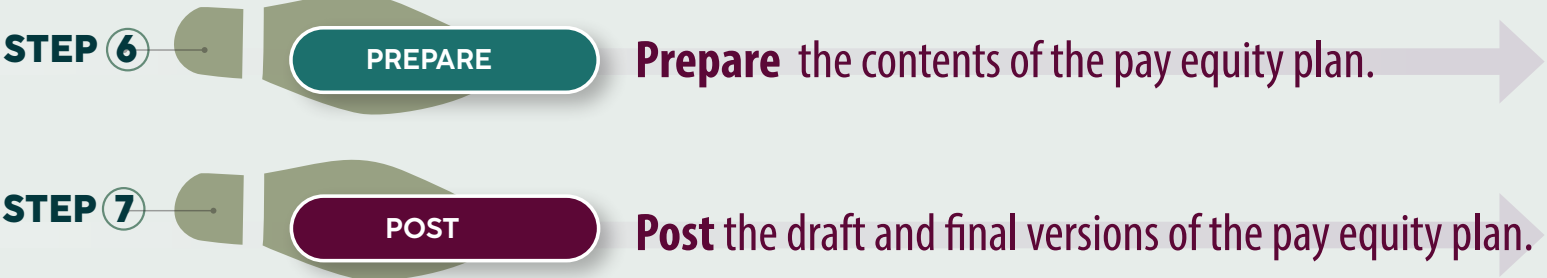## THESE ARE THE **SEVEN STEPS** TO **CREATING & POSTING A PAY EQUITY PLAN**

7

CREATING THE PAY EQUITY PLAN ▼

STEP ① | CREATE — **Create** job classes.

STEP ② | DETERMINE — **Determine** which job classes are predominantly female and which ones are predominantly male.

STEP ③ | VALUE — **Value** the work done in each of these job classes.

STEP ④ | CALCULATE — **Calculate** total compensation in dollars per hour for each of these job classes.

STEP ⑤ | COMPARE — **Compare** compensation to determine if there are differences in compensation between male and female job classes of equal value.

POSTING THE PAY EQUITY PLAN ▼

STEP ⑥ | PREPARE — **Prepare** the contents of the pay equity plan.

STEP ⑦ | POST — **Post** the draft and final versions of the pay equity plan.

3 YEARS

EMPLOYERS HAVE **3 YEARS**, FROM BECOMING SUBJECT TO THE ACT, **TO DEVELOP AND POST A PAY EQUITY PLAN FOR THEIR WORKPLACE.**