

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input checked="" type="checkbox"/> High <input type="checkbox"/> Low
Submitted by:	Colleen McBride Manager, Human Resources	Meeting Type:	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
Meeting Date:	April 12, 2021		
Report No.:	Chief Administrative Officer-017-21		
Submit comments to Council			

Subject/Title: Pay Equity Maintenance CUPE Local #25

RECOMMENDATION:

THAT Council receive this report for information purposes; and

FURTHER THAT Council approve \$10,000.00 from the 2021 budget to hire a pay equity specialist to review and align current pay equity plan band widths with existing CUPE pay grids and to validate results of the pay equity maintenance process for implementation as required by legislation.

1. STRATEGIC PLAN

N/A

2. PUBLIC ENGAGEMENT

N/A

3. PURPOSE

N/A

4. ORIGIN AND LEGISLATION

The Town of Cobourg received a letter from CUPE Ontario Regional Office requesting that a job evaluation and pay equity maintenance review process be conducted.

Ontario has legislation called the **Pay Equity Act** to ensure that employers pay women and men equal pay for work of equal value. This means that men and women must receive equal pay for performing jobs that may be very different but

are of equal or comparable value. Once pay equity is achieved, all employers subject to the Act are required to maintain pay equity for the employees in female dominated job classes. However, the Act does not stipulate specific procedures or schedules to follow for maintaining pay equity.

The purpose of maintaining pay equity is to ensure that pay equity gaps that were closed are not re-opened or widened as a result of changes to job values and job rates and that new gaps are not created. In a unionized environment, employers and unions are prohibited from agreeing to terms that, if implemented, would mean that the minimum requirements of the Act are not met.

Maintaining pay equity is an ongoing requirement and process whereby employers utilize a systematic job evaluation process to review job classes for changes in job rate, job value, duties and responsibilities as positions are modified, added or eliminated. Employers must also monitor for changes in male or female domination in any position. Based on the findings of this process, all positions are assessed, determined to be either male or female dominated, and placed in a band of a grid, whereby positions of equal value in terms of responsibilities, duties, etc. fall in the same band of the grid. This makes it possible to compare compensation of female-dominated positions to that of male-dominated positions that fall in the same band of the grid. The result is the identification of any female-dominated positions that require salary adjustments when compared to male-dominated positions of equal or comparable value.

The job evaluation that is one of the steps in the Pay Equity process is separate from the Job Evaluation process. In the Pay Equity process, the results are only used to compare female dominated positions with comparable male dominated positions. Job Evaluation is the process of analyzing and assessing various jobs systematically to ascertain their relative worth in an organization. There is no legislative requirement specific to job evaluation.

5. BACKGROUND

In 1988 the Town of Cobourg retained the services of Peat Marwick Stevenson and Kellogg to evaluate all CUPE Local 25 positions utilizing a gender-neutral job evaluation system. On March 22, 1990 the original pay equity plan was posted and the required pay equity adjustments were made.

In 2008 the Town of Cobourg underwent a full pay equity maintenance process. The results required pay equity adjustments to be made. An agreement was reached between the parties to implement the adjustments, retroactive to August 1, 2006.

Since this last review, jobs have been modified or added, and the incumbents in the positions have changed and for these reasons a full pay equity maintenance process is warranted at this time.

In response to the request from CUPE Local #25 the Town has begun working through the pay equity maintenance process with the Local. Up to date job information will be gathered and a full evaluation process will take place during the month of June 2021.

6. ANALYSIS

A review of documents shows that currently the Town of Cobourg has 9 pay equity band widths and 16 pay grids that overlap within a pay equity band. Over time additional pay grids have been created and pay equity bands have not been adjusted to reflect these changes.

The services of an outside pay equity specialist is required to:

- a) Confirm the results of the pay equity exercise
- b) Align the number of pay equity band widths with the existing pay grades.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

1. Staff are seeking approval for approximately \$10,000 to engage the services of a pay equity specialist to assist in the creation of additional pay equity band widths. This is a non-budgeted item.
2. Implementation of the results of this pay equity maintenance process will be determined to be retroactive to a date to be negotiated with CUPE. The amount of the adjustments will not be known until the process is complete. This is not currently budgeted and staff is recommending that the \$10,000 be funded from the contingency line of the 2021 Town of Cobourg operating budget – financial section.
3. Any discrepancies in salary identified through the job evaluation process that are not relevant to Pay Equity will become part of future CUPE negotiations.

8. CONCLUSION

That Council authorize the proposed \$10,000 expenditure for the services of a pay equity specialist.

Report Approval Details

Document Title:	Pay Equity Maintenance CUPE Local 25 - Chief Administrative Officer-017-21.docx
Attachments:	
Final Approval Date:	Apr 9, 2021

This report and all of its attachments were approved and signed as outlined below:

Tracey Vaughan, Chief Administrative Officer - Apr 9, 2021 - 3:47 PM