[Below is a template for the **Notice - Increasing Compensation** that employers can use. It's customizable. Just follow the instructions in brackets, delete them when you're done, click on the areas where you can fill in information, customize tables, add your own text, and so on.]

**Name of Organization: [Put the name of the employer here]**

# **NOTICE - INCREASING COMPENSATION**

**POSTING DATE: [Insert date here]**

**The purpose** of this notice is to inform employees of any increases in compensation owed to predominantly female job classes and to meet legislative requirements under section 56 of the Federal Pay Equity Act (the Act).

This notice must be posted for 60 days or until the day on which the increases in compensation have been paid in full, whichever is the latest [Regulations s. 35].

This notice responds to a final pay equity plan that has been posted in accordance with either [select one option]:

Section 55 of the Act

Section 94(1)(b) of the Act

Section 57(2) of the Act

## Payment of increases in compensation

**Date the final pay equity plan was posted: [Insert date here]**

**Increases in compensation are payable as of: [Insert date here]**

**Lump sum and interest amounts (if applicable) are payable as of: [Insert date here]**

Increases in compensation become payable the day after the posting of the final pay equity plan [Act s. 61(1) and 62(1)].

Failure to pay any increase in compensation amounts on time **will result in interest accruing**. The interest is to be calculated and compounded daily at the aggregate of 2% annually **and** the bank rate in effect on the day for which the interest is calculated, for the period beginning on the first day after the day on which the amount was required to be paid and ending on the day on which the amount is paid [Act s. 97(1) and 97(2)].

The Act **does not** provide the Pay Equity Commissioner with the power to **waive interest amounts** or **extend the deadlines** by which they must be paid.

## Predominantly female job classes owed increases in compensation

[Directions: Revise the table below to reflect your workplace. Rows can be added.]

The following table presents the predominantly female job classes eligible for an increase in compensation based on the pay equity analysis in the final pay equity plan.

|  |  |  |  |
| --- | --- | --- | --- |
| **Job class** | **Number of employees in job class** | **Hourly increase owed ($)** | **Total owed ($)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Total for all employees ($) = |

|  |
| --- |
| **Percentage of annual payroll from previous year =** |

## Phasing in increases in compensation [Remove if not applicable]

If the increases in compensation due represent more than 1% of the total payroll for the previous year, the employer may choose to phase in payment of these increases [Act s. 61(2)]. [Select those that apply by using the check boxes below]

The total increases in compensation owed represent more than 1% of the total payroll for the previous fiscal or calendar year and I have decided to phase in these increases in compensation.

A Schedule of Increases for this phase-in period will be provided in a separate posting.

**Lump sums and interest owed to employees [Remove if not applicable]**

Employers who have been granted permission by the Pay Equity Commissioner to **extend the deadline** for posting their final pay equity plan must pay lump sums to employees and former employees owed an increase in compensation [Act s. 62(2) and 62(7)].

Lump sum payments must be equal to the amount in dollars that would have been payable had no extension been granted [Act s.62(2)].

Employers that are required to pay lump sums must also pay interest as stated in section 62(5) of the Pay Equity Act. The interest is to be calculated and compounded daily at the aggregate of 2% annually **and** the bank rate in effect on the day for which it is calculated, for the period beginning on the first day after the day on which the amount was required to be paid and ending on the day on which the amount is paid [Act s. 62(5) and 62(6)].

## Lump sums

[Directions: Revise table to reflect your workplace. Rows can be added.]

The table below presents the lump sum amounts owed to each job position within each predominantly female job class eligible for an increase in compensation.

|  |  |  |
| --- | --- | --- |
| **Job class** | **Job position** | **Total lump sum and interest owed to each job position within the job class ($)** |
|  |  |  |
|  |  |  |
|  |  |  |

## Employee Rights

This notice must be posted in the employer’s workplace as required by section 56(1) of the federal Pay Equity Act.

It must be posted in printed and/or electronic form and in such a way as to be easily and readily available to all employees [Regulations s. 3].

This notice must be posted in a form that is accessible to all employees [Regulations s. 4].

If a notice is posted in electronic form, the employer must provide any necessary information to employees to enable them to access the document [Regulations s. 5].

An employer, bargaining agent or any other person acting on their behalf cannot penalize employees for exercising their rights under the Pay Equity Act [s. 102 and 103].

No complaint can be made against and no notice of violation can be served on the employer for failing to pay any increase owed for the first 90 days after it was owed [Act s. 96]. This does not, however, prevent interest from accruing [Act s. 97(1)].

To know more about employer, bargaining agent and employee rights and obligations, visit the [Office](https://www.payequitychrc.ca/en) of the Pay Equity Commissioner’s website.

You can also contact the Office of the Pay Equity Commissioner by phone at the National Call Centre:  
Toll Free: 1-888-214-1090

TTY: 1-800-465-7735

Hours of operation:

Monday to Friday, 8:00 a.m. to 8:00 p.m. (Eastern Time)