[Below is a notice template 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, add your own text, and so on.]

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

# **NOTICE - RIGHT TO PROVIDE COMMENTS ON THE DRAFT PAY EQUITY PLAN**

**The purpose** of this notice is to inform employees of their right to provide comments on the draft pay equity plan [Act s. 52 and Act s. 53].

This notice and the draft pay equity plan must be posted together for **at least 60** days. [Regulations s. 33].

**Date of posting:** [Insert date here]

**Comments are due by:** [Insert date here]

**Date by which the final version of the pay equity plan must be posted:** [Insert date here]

**Procedure for submitting comments**

Employers must describe the process that employees must use to submit their comments on the draft pay equity plan within the prescribed timeframe of 60 days [Act s. 52].

[Directions: Outline the procedure and deadline for employees to submit their written comments below. You may include:

* Purpose of the procedure
* Name and contact information for an individual(s) responsible for answering questions and collecting employee comments
* Details on the formats through which comments can be made
* Details on alternative formats through which comments can be made for those with accessibility needs
* Details on procedures to be followed for submitting comments
* Date by when comments must be submitted
* Note on confidentiality of information
* Other details relevant for your workplace]

**Employer’s obligations**

The Act provides that a draft pay equity plan must be posted before the final version is produced. Employees have 60 days following the posting of the draft plan to provide the employer – or the pay equity committee if one has been set up – with written comments [Act s. 54(1)].

The comments provided must be taken into consideration by the employer or pay equity committee when preparing the final version of the pay equity plan [Act s. 54(2)].

**Employee rights**

Employees are entitled to 60 days to submit comments on the draft pay equity plan in their workplace. Employers or pay equity committees must consider these comments before finalizing and posting the pay equity plan.

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].

This notice must be posted in the employer's workplace, as required by section 52 of the *Pay Equity Act* in close proximity [Regulations s. 33] to the posting of the draft pay equity plan [Act s. 52].

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].

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

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)