

THE CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW NO. 2005-07

Being a by-law to adopt a Pay Equity Plan

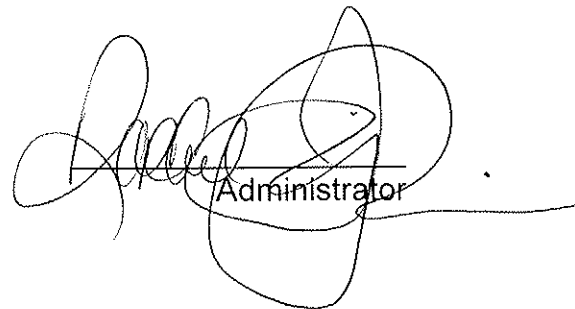
WHEREAS the Pay Equity Act, 1990 requires that municipalities prepare and maintain Pay Equity Plans;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PRINCE HEREBY ENACTS AS FOLLOWS:

1. THAT the Pay Equity Plan attached hereto as Schedule "A" is hereby adopted.
2. SCHEDULE "A"
Schedule "A" forms part of this by-law.

READ THREE TIMES AND PASSED in open Council this 12th day of April 2005.


Reeve


Administrator

SCHEDULE "A" TO BY-LAW 2005-07

PRINCE TOWNSHIP

PAY EQUITY PLAN

APRIL 2005

ESTABLISHMENT:

This plan covers all positions with Prince Township.

JOB CLASSES:

<p>The following job classes are female dominated job classes:</p> <ul style="list-style-type: none">• CAO/Administrator• Secretary Receptionist	<p>The following job classes are male dominated job classes:</p> <ul style="list-style-type: none">• Road Superintendent*• BEO/POO• Road Labourer• Maintenance** <p>* Comparable to Equipment Operator in other Townships ** Comparable to Custodian in other Townships</p>
<p>There are no gender neutral job classes:</p>	

METHOD OF COMPARISON:

A gender-neutral Job Evaluation Plan was developed to establish the relative ranking of jobs for pay purposes by establishing equivalency and relationships between jobs performed by men and women, ensuring that all aspects were free of gender bias, by seeking consistent application of certain values to the wage structure. It was recognized that pay equity would be realized by rating jobs in this manner since the true value of the job is determined without regard to existing wages, thus identifying wage inequities.

Rating with this tool ensured a clear understanding objectivity and consistent interpretation, supported through the provision of Definitions and Notes.

This process rated the job and not the incumbent or the incumbent's performance. Rating used the Position Description and the Position Description Data Collection Forms that were completed by employees and reviewed by the Clerk Treasurer/CAO/ Administrators in each Township.

The total points for this closed point plan was 1,000 and all jobs were evaluated according to four main factors and a total of sixteen sub-factors. By assigning a numerical value to each sub-factor, this Evaluation Plan placed a numerical value upon

a job. This numerical value was used for comparing jobs according to their relative worth, setting out the job's major activities from both qualitative and quantitative perspectives.

The value of each sub-factor was determined to be as follows:

FACTOR	SUBFACTOR
SKILL 35 %	Complexity-Judgement 10% Education 10% Relevant Experience 10% Specific Training 5%
EFFORT 22.5 %	Initiative/Independence of Action & How Work is Monitored 9.0% Physical Demands - Exertion 3.3% Physical Demands - Lifting 1.8% Sensory Demands - Visual 1.8% Sensory Demands - Listening 1.8% Workflow 4.8%
RESPONSIBILITY 32.5%	Impact of Errors 10% Contacts- Excluding Those Supervised 10% Leadership (Supervision) 12.5%
WORKING CONDITIONS 10%	Hazards 4.0% Disagreeable Conditions 4.0% Precautions 2.0%

The consultant undertook the initial evaluation of each job. Each sub-factor was evaluated by considering a response to a question indicated only once to prevent 'double evaluating' of responses, with the broad components of the overall job description activities considered when evaluating all sub-factors. Each sub-factor measured different components that made up the position. The consultant evaluated jobs using only the assigned degree level that corresponded to a specific description of the job.

Following this step, a Summary Rating Sheet was developed with data that identified the key aspects of each sub-factor and without the points that were assigned to each job but with the total points for the job. Clerk Treasurer/CAO/ Administrators were given copies of Rating Sheets for all jobs evaluated in the eight Townships, along with a copy

of the Position Evaluation Rating Plan. All Clerk Treasurer/CAO/ Administrators contributed to the sore thumbing process as the positions are the same or similar in nature from Township to Township. As a result of this process reconsideration was done and the job value of some job classes were amended. Following re-evaluation, job classes were determined. There were no gender-neutral job classes identified.

The Pay Equity Act requires that all female job classes first be compared to male job classes by using the using the job-to-job method of comparison. There were no jobs for comparison by this method. As such, the proportional value method was used for all jobs.

COMPARISON RESULTS:

Female Job Class		Pay Equity Adjustment
CAO/Administrator		PE Achieved
Secretary Receptionist		PE Achieved
<p>A statistical method called regression analysis was used to determine the relationship between the value of male job classes and their job rates. This produced a formula that was then used to calculate pay equity job rates for the female job class that did not have a direct male comparator. The Road Superintendent and Labourer job classes were used to calculate the proportional value.</p>		

ADJUSTMENTS REQUIRED

This new pay equity plan replaces the 1989 plan. There are no pay equity adjustments owing.

FOR FURTHER INFORMATION

The contact is the CAO/Administrator. The Employer has agreed to this Plan.

Date Approved by Council: _____ day of April 2005, in Prince Township, Ontario.

Rachel Tyczinski, CAO/Administrator

Reeve