



# INSTRUCTIONS FOR EMPLOYERS

## Completing the Pay Equity Implementation Plan

### Pay Equity Implementation Plan

- This plan is for completion following the *Pay Equity Learning Module* and will allow employers to identify where they are in the process and what is left to be accomplished to achieve pay equity within their organization. [http://www2.gnb.ca/content/gnb/en/departments/women/Economic\\_Security/content/Pay\\_Equity\\_Programs/Pay\\_Equity\\_Bureau/Pay\\_Equity\\_Learning\\_Module.html](http://www2.gnb.ca/content/gnb/en/departments/women/Economic_Security/content/Pay_Equity_Programs/Pay_Equity_Bureau/Pay_Equity_Learning_Module.html)

### Step by Step Instructions for Employers



#### Step 1

##### Complete the Pay Equity Implementation Plan

<http://www2.gnb.ca/content/dam/gnb/Departments/eco-bce/WEB-EDF/PSI/PayEquityBureau/PDF/EN-PE-Implementation-Plan.pdf>

- Each section of the plan addresses an element of pay equity. By working through these sections, you will provide information on where you are in the process of achieving pay equity for your organization. Completion of the sections will result in an individual implementation plan for your organization to achieve pay equity. Complete the sections based on where your organization is in the process.
- The Pay Equity Implementation Plan Checklist is included to summarize the section results. To assist you in determining where you are in the process of pay equity at-a-glance, please complete the checklist. For best results, sections should be completed by those who are most familiar with the human resources within your organization.

#### Step 2

##### Submit the Pay Equity Implementation Plan

- Submit your completed plan by clicking the “submit” button in the plan or submit via email: [peb-bes@gnb.ca](mailto:peb-bes@gnb.ca)





### **Step 3**

#### **Confirmation/Follow up**

- Once you have submitted your Pay Equity Implementation Plan, the Pay Equity Bureau will send you a follow up survey on your experience in completing this plan. Once this survey is submitted, you will receive an email confirmation within three (3) working days. You can then provide this email confirmation to the Department of Post-Secondary Education, Training and Labour to indicate that you have successfully completed and submitted your Pay Equity Implementation Plan.
- Thank you for taking the time to complete the Pay Implementation Plan and follow-up survey. We appreciate your feedback, which will assist us in creating future pay equity materials.



#### **For additional information:**

Visit the Pay Equity Bureau website at: [www.gnb.ca/payequity](http://www.gnb.ca/payequity)

Or contact us at: 1-877-253-0266

E-mail: [peb-bes@gnb.ca](mailto:peb-bes@gnb.ca)