

HALTON REGIONAL POLICE SERVICES BOARD

POLICY DOCUMENT

Policy No. & Subject:	HR-05 - Pay Equity Maintenance
Date Approved:	October 22, 2015
Effective Date:	Upon Approval
Reporting Requirement:	Annually
Revision Dates:	
Service Directive Linkages:	HRS-011

Legislative Authority:

The Pay Equity Act, R.S.O. 1990, Chapter P.7 requires that all public sector employers must comply with the provisions of the *Act*.

A public sector employer is defined in the Pay Equity Act, as

- (b) the corporation of every municipality in Ontario, every local board as defined by the Municipal Affairs Act, and every authority, board, commission, corporation, office or organization of persons whose members or officers are appointed or chosen by or under the authority of the council of the corporation of a municipality in Ontario;*

The Municipal Affairs Act includes a Police Services Board in the definition of a "local board".

Section 37 of the *Police Services Act* authorizes Police Services Boards to establish its own rules and procedures in performing its duties under the Act.

Board Policy:

In accordance with Section 37 of the Police Services Act, this policy addresses the Board's policy for fulfilling its legislated requirements under the Pay Equity Act.

1. Background:

- 1.1 The Police Services Board and the Halton Regional Police Association entered into various documents to comply with the provisions of the Pay Equity Act for the civilian members represented by the Halton Regional Police Association. These documents include the following:
- a) Memorandum of Understanding – Job Evaluation/Pay Equity dated April 14, 2011
 - b) Terms of Reference dated August 19, 2010 and amended December 1, 2011
 - c) Memorandum of Settlement dated April 10, 2014

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- 1.2 The documents contained in Article 1.1 were used to address both pay equity and internal equity for the affected members. Following completion of the evaluations, the Police Services Board prepared and posted the required Pay Equity Plan dated June 5, 2014.
- 1.3 As required by the Pay Equity Act, the Board, as the employer, is required to ensure that pay equity is maintained. The Board therefore directs the Chief to ensure steps are taken to maintain compliance with the Pay Equity Act. Maintenance of pay equity is to be carried out in the same manner as the original pay equity and as provided for in the documents referred to in Article 1.1 and 1.2.
2. **Reporting:**
- 2.1 It is the policy of the Board that the Chief of Police shall report to the Board as follows:
- i) Within the first quarter of each year, submit a written report to the Board on:
 - a) the number of positions represented by the Halton Regional Police Association which have been created and evaluated;
 - b) the number of positions represented by the Halton Regional Police Association which have been re-evaluated pursuant to the maintenance provisions set out in the Terms of Reference identified in Article 1.1(a) of the Pay Equity Plan;
 - c) the outcome of any evaluations or re-evaluations completed;
 - d) any internal equity/pay equity payments required to be made as a result of complying with the Pay Equity Plan and its maintenance.