

**PAY EQUITY PLAN
EFFECTIVE SEPTEMBER 2018**

**University of St. Michael's College
81 St. Mary Street, Toronto, ON M5P 3H4**

Establishment

This Pay Equity Plan covers all United Steelworkers employees employed by the University of St. Michael's College within the province of Ontario.

Job Classes

The following are the job classes in the establishment. The gender dominance of each job class was determined having regard to the statutory criteria as outlined in the *Pay Equity Act* including historical incumbency and gender stereotyping, if any.

Female Dominated Job Classes	Male Dominated Job Classes	Gender Neutral Job Classes
<ul style="list-style-type: none"> • Associate Registrar 17 • Assistant Dean - Residence Life • Advancement Associate, Stewardship • Accountant II • Assistant Registrar, Admissions & Financial Aid • Assistant Registrar, Advising and Recruitment • Assistant Registrar, Academic Advising • Advancement Officer, Prospect Management • Procurement & Budget Coordinator • Webmaster/Manager, Graphic Design • Advancement Officer, Alumni Engagement • Campus Minister • Administrative Assistant - Sheptytsky • Program Coordinator • Physical Plant Coordinator • Administrative Assistant II - Principal's Office • InfoExpress Liaison • Cataloguing Technician • Residence Life Coordinator • Acquisitions Technician 	<ul style="list-style-type: none"> • Advancement Manager, Annual Campaigns • Associate Registrar 18 • Electrician • Editor • HVAC Mechanic • Carpenter • Student Services Officer • Advancement Officer, Special Projects • Office Support • Content Specialist • Student Life Coordinator • PIMS Library Technician • Mailroom Coordinator • Accounts Payable Clerk • AV Technician • Registrarial Clerk • Groundskeeper • General Support - Janitor • Evening Janitorial • Day Janitorial 	

<ul style="list-style-type: none"> • Special Collections Library Technician • Library Technician C • Accountant I • Library Technician #40 • Library Technician B • Library Technician A • Associate Editor • Housekeeper (Lead) • Housekeeper 		
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Gender Neutral Comparison System

A gender-neutral job comparison system was used to measure the value of each Job Class. The SES/U evaluation system has been used as part of this process. Points were assigned to each Job Class based upon the following factors and subfactors:

Evaluation System Factors	Sub Factors
Skill (47%)	Previous Education (11%) Previous Experience (11%) Interaction (8%) Movement (6%) Decision Making (11%)
Responsibility (37%)	Information (9%) Materials, Equipment, and/or Outcomes (9%) Safety of Others (3%) Financial (8%) Manage or Direct Others (8%)
Effort (9%)	Mental Effort (5%) Physical Effort (4%)
Working Conditions (7%)	Temperature, Noise, and Other Environmental Conditions (1%) Hazards (2%) Stress (2%) Work Interruptions and Distractions (1%) Social Disruption Required by Work Schedule (1%)

Results of Comparisons

The job rates of female job classes were compared to those of the male comparator job classes in their respective bands using either the job-to-job method of comparison or proportional value (PV). The width of each job band was 20 points.

The following table shows the direct job-to-job comparisons which were made:

Female Job Class	Points	Job Rate	Male Comparator Job Class	Male Comparator Job Rate	Male Comparator Points	Adjustment Required
Associate Registrar 17	641	\$43.15	Associate Registrar 18	\$43.15	641	nil
Accountant II	592	\$33.12	Carpenter	\$35.37	590	\$2.25
Assistant Registrar, Admissions & Financial Aid	587	\$37.90	Carpenter	\$35.37	590	nil
Assistant Registrar, Academic Advising	555	\$37.90	Content Specialist	\$32.97	511	nil
Advancement Officer, Prospect Management	548	\$32.29	Content Specialist	\$32.97	511	\$0.68
Procurement & Budget Coordinator	546	\$28.57	Content Specialist	\$32.97	511	\$4.40
Webmaster/Manager, Graphic Design	544	\$39.94	Content Specialist	\$32.97	511	nil
Advancement Officer, Alumni Engagement	542	\$32.29	Content Specialist	\$32.97	511	\$0.68
Campus Minister	534	\$28.54	Content Specialist	\$32.97	511	\$4.43
Administrative Assistant - Sheptytsky	531	\$28.58	Content Specialist	\$32.97	511	\$4.39
Program Coordinator	530	\$35.71	Content Specialist	\$32.97	511	nil
Physical Plant Coordinator	513	\$29.38	AV Technician	\$32.16	473	\$2.78
Administrative Assistant II - Principal's Office	517	\$35.66	AV Technician	\$32.16	473	nil
InfoExpress Liaison	508	\$32.86	AV Technician	\$32.16	473	nil
Cataloguing Technician	509	\$31.84	AV Technician	\$32.16	473	\$0.32
Residence Life Coordinator	501	\$30.71	AV Technician	\$32.16	473	\$1.45
Acquisitions Technician	497	\$31.84	AV Technician	\$32.16	473	\$0.32
Special Collections Library Technician	486	\$31.84	AV Technician	\$32.16	473	\$0.32
Library Technician C	479	\$32.86	Accounts Payable Clerk	\$26.06	475	nil
Accountant I	468	\$26.06	Accounts Payable Clerk	\$26.06	475	nil

Library Technician #40	457	\$31.84	Groundskeeper	\$24.12	459	nil
Library Technician B	454	\$31.84	Groundskeeper	\$24.12	459	nil
Library Technician A	452	\$31.84	Groundskeeper	\$24.12	459	nil
Housekeeper (Lead)	401	\$20.64	General Support - Janitor	\$23.60	402	\$2.96
Housekeeper	369	\$19.60	Day Janitorial	\$21.33	370	\$1.73

A Proportionate Value calculation was used for the female job classes that did not have a direct male comparator. The male job classes that were used to determine the proportionate value for female positions were:

- Associate Registrar 18
- HVAC Mechanic
- Carpenter
- Content Specialist
- AV Technician
- Accounts Payable Clerk
- Groundskeeper
- General Support - Janitor
- Day Janitorial

The following table shows the results for the proportionate value calculation:

Female Job Class	Points	Job Rate	Pay Equity Job Rate	Adjustment Required
Assistant Dean - Residence Life	616	\$41.25	\$40.07	nil
Advancement Associate, Stewardship	606	\$40.11	\$39.27	nil
Assistant Registrar, Advising and Recruitment	570	\$37.90	\$36.48	nil
Associate Editor	438	\$20.01	\$26.12	\$6.11

Adjustments Required

The adjustments identified as a result of this process are outlined in the tables above.

General

- A. Pay Equity Act Section 8 exemptions did not apply to any female or male positions or job classes.
- B. As a result of a negotiated settlement by the parties, this plan applies to the period July 1, 2014 to July 1, 2018 which constitutes Phase I of the pay equity implementation process.

- C. Pay equity adjustments were made to all active employees with an effective date of January 27, 2023 and adjustments to former employees will be processed upon confirmation of receipt of registered letter from the University.
- D. The parties acknowledge their respective obligations under the Ontario Pay Equity Act. The University acknowledges its obligations to ensure that pay equity continues to be maintained for the bargaining unit in accordance with the MOS and appendices dated November 2, 2022.
- E. The parties have agreed to conduct their Phase 2 of the pay equity implementation process immediately. The parties agree to make all diligent efforts to complete Phase 2 no later than September 30, 2023.

This plan is posted in the workplace as of: June 5, 2023.

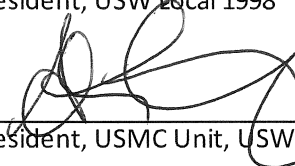


Bursar & CAO

President, University of St. Michael's College



President, USW Local 1998



President, USMC Unit, USW Local 1998

June 5th / 2023

Dated