

Bulletproofing your company for 1 % Training Loi des Competences and Pay Equity

Is your company “bullet proof” in the event of an audit for the Loi Des Competences or the Commission de l'équité salariale ? Test yourself ! Request an audit from a qualified expert **1 by contacting Steve Woloz Associates Inc, at 514-944-8241 or s.woloz@swasssoc.com . Please prepare in advance the following information:

1: Re Pay Equity

- Indication of company size in terms of number of employees for reference period Nov 1996 to Nov 1997
- Summary List of Jobs in company
- Sample of several job descriptions from the list of jobs that were used in establishing relative worth of one job in comparison to another
- Actual posting notices with dates showing when your pay equity program was started and then completed
- Copy of Your Pay Equity Manual
- Copy of your Payroll analysis that was supposed to be done Feb 1, 2009
- Copy of Quantitative analytical Grid showing derivation of job classes and relative worth of each job in its class relative to the Feb 1, 2009 analysis
- Proof of registration (copy of electronic filing with DEMES) document number) with Pay Equity Commission when program was initially done
- Declaration -- copy of Electronic filing with DEMES document number with Pay Equity Commission indicating program has been kept up to date in 2010; 2011; 2012; 2013

2: Re 1 % Loi Des Competences

- Copy of your “ Summary of Source Deductions and Employer Contribution – Govt Tax Form RLZ -1.S-V filed for year 2012; 2011;2010; 2009
- Audit Trail for each of the above prior years to clearly show how you arrived at your declaration of “depenses de formation admissible “
- For your in house on the job training (“ Formation a la Tache “) claimed; please provide any job on which training occurred which will show training plan outline
 - Note Training plan Outline should clearly indicate the following information:
 - Training Steps
 - Skills to be acquired
 - Training Progression
 - Hours required per step
 - Means to measure that trainee mastered the new skills
 - Training Tools ; Materials; Location
- For Training received from External sources copy of invoice paid to receive training with registration # of person or institution providing eligible training

*1 : Steve Woloz has been approved by the government of Québec " la Commission des partenaires du travail" in conjunction with " la Direction du Soutien au Développement de la Main-d'oeuvre (DSDMO)", as an accredited trainer " formateur agréé". In addition , Mr. Woloz , following the guidelines set out by the Commission des Partenaires du Marché du Travail has assisted numerous companies to comply with La Loi favorisant le développement et la reconnaissance des compétences de la main-d'oeuvre. He has also assisted corporations to comply with requirements of Pay Equity (Loi sur l'équité salariale) as set out by Commission de l'équité salariale : www.ces.gouv.qc.ca.