
COMPENSATION HEALTH CHECK

COMPLIANCE

- ☐ Are you compliant with current legislated Minimum Wage requirements?
- ☐ Have you completed all steps required to implement and maintain Pay Equity Act compliance (federally-regulated employers OR for provincially-regulated employers with 10+ employees in Ontario or Québec)?
- ☐ Have you recently reviewed your pay data to ensure you're compliant with other applicable Human Rights legislation (e.g. Employment Equity, Equal Pay for Equal Work under ESA, etc.)?
- ☐ Do your recruitment and pay practices meet applicable pay transparency legislation requirements?
- ☐ Do you conduct regular payroll audits to ensure accurate and timely deductions, remittances and pay calculations (overtime, vacation pay, holiday pay, etc.)?

INTERNAL EQUITY

- ☐ Do you have up-to-date job descriptions for all of your jobs?
- ☐ Have you formally evaluated all jobs to determine their relative internal value/grade level within your organization?
- ☐ Do you have a formal base pay structure (e.g. pay ranges for each job level) and consistent pay practices to ensure that employees are paid appropriately relative to their peers, based on qualifications, performance, etc.?
- ☐ Do you regularly audit employee pay data to identify and address general internal inequities or specific compliance gaps, such as Pay Equity, Employment Equity, etc. (see "Legal Compliance" section above)?
- ☐ Do you use any standard measures to assess employee positioning within their assigned pay band (e.g. compa-ratio, etc.)?

MARKET COMPETITIVENESS

- ☐ Do you have a defined compensation or total rewards strategy?
- ☐ When was the last time you market benchmarked cash compensation and/or benefits/perks for key jobs in your organization? Do you have a sense of current trends for “hot jobs” in your relevant talent market(s)?
- ☐ Do you regularly update your pay structure to reflect market movement or inflation?
- ☐ Do you conduct regular audits to ensure your pay ranges are competitive to market?

OTHER PAY CONSIDERATIONS

- ☐ Is your current incentive pay program driving desired business results and supporting attraction, engagement and retention of talent?
- ☐ Are you experiencing pay compression issues as a result of minimum wage increases or other internal/external factors (e.g. a supervisor earns the same or just slightly more than their direct report)?
- ☐ Do your employees clearly understand your total rewards offering/employee value proposition, including cash and non-cash compensation?
- ☐ Are you receiving compensation-related complaints or concerns from employees or candidates?

If you need assistance with any of the above – or any other compensation/total rewards “pain points” – please contact us today!

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