
COMPENSATION HEALTH CHECK

LEGAL COMPLIANCE

- Are you compliant with current legislated Minimum Wage requirements?
- Have you completed all of the steps required to implement and maintain Pay Equity compliance (for employers with 10+ employees in Ontario or Québec)?
- Have you recently reviewed employee pay to ensure you're compliant with any applicable Human Rights legislation (e.g. Employment Equity, Equal Pay for Equal Work under ESA, etc.)?
- Do you conduct regular payroll audits to ensure that all government deductions and remittances are being performed correctly and on time, and that employee compensation is being calculated correctly (overtime, vacation pay, holiday pay, etc.)?

INTERNAL EQUITY

- Do you have up-to-date job descriptions for all of your jobs?
- Have you evaluated all jobs to determine their relative internal value to your organization?
- Do you have formal pay structures (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 conduct regular employee pay audits to identify and resolve any internal pay inequities, whether these simply be disparities in pay between peers with similar qualifications or performance, or legal compliance gaps, such as Pay Equity, Employment Equity, etc. (see "Legal Compliance" section above)?

MARKET COMPETITIVENESS

- Do you have a formal compensation or total rewards strategy?
- When was the last time you obtained market data to benchmark cash compensation and/or non-cash rewards for key jobs in your organization? Do you have a sense of current trends in cash compensation/total rewards for “hot jobs” in your relevant labour market(s)?
- Do you regularly update your pay structure to keep up with market rates or inflation?
- Do you conduct regular employee pay audits to ensure your employees are paid competitively to market? Do you use any formal measure to determine their degree of competitiveness (e.g. compa-ratio, etc.)?

OTHER PAY CONCERNS

- Is/Are your current incentive pay program(s) working effectively – are they producing the organizational results you desire, while attracting, engaging and retaining the right employees?
- Are you experiencing any pay compression issues, as a result of recent Minimum Wage increases or other internal/external business challenges (pay compression occurs when there are insufficient pay gaps between different job levels in your organization, e.g. a Manager earns the same or just slightly more than their direct report)?
- Do your employees have a good understanding of the total rewards package or employee value proposition that your organization offers (i.e. cash compensation and non-cash benefits/perquisites/rewards)?
- Are you receiving complaints or concerns from employees or candidates about your compensation and/or rewards?

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

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