

# Guideline # 6

## Using the "Group of Jobs" Approach

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### PAY EQUITY IMPLEMENTATION SERIES

The *Pay Equity Implementation Series* is designed to help employers, employees and bargaining agents to achieve pay equity and to understand their rights and obligations under the *Pay Equity Act, R.S.O. 1990, c. P7*, as amended (the *Act*). These guidelines do not restrict review officers of the Commission or the Pay Equity Hearings Tribunal in their interpretation of the *Act*. The series is published in a sequence that generally reflects the steps for implementing pay equity. (**Revised Summer 2002**).

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### SIGNIFICANCE

A group of jobs is an *already established* progression of job classes in the workplace involving similar kinds of tasks and duties performed at different levels of skill, effort, responsibility and working conditions. A group of jobs that is a series of related female job classes can be treated as one female job class for evaluation and comparison purposes. The most populous job class is selected as representative of the group which is evaluated and compared to male job classes. The pay equity result for this representative job class is then applied to all of the female job classes in the group.

This approach enables employers to:

- reduce the number of female job classes to evaluate and compare; and,
- maintain the relationship between the female job classes in the group of jobs, since the same pay equity result will be applied to the whole group.

If a group of jobs approach were not used for jobs in a series, different adjustments could result for each female job class and disrupt the relationship among the jobs.

### EXPLANATION

A group of jobs is a series of job classes in which:

- the nature of the work performed is related
- the job classes represent successive levels of work in terms of skill, effort, responsibility and working conditions.

**For example,**

Clerk  
Senior Clerk  
Clerk Typist  
Intermediate Clerk Typist  
Senior Clerk Typist

Related work may refer to work in the same field, in the same work unit, at successive steps in an operation, etc. Typically, employees may progress from one job class in a series to the next over time.

Job classes arranged in a group of jobs can be treated as one female job class when:

- 60% or more of the employees in the group are female, even though some of the job classes within it are male or gender neutral or,
- an employer and a bargaining agent agree or,
- it is ordered by a review officer or decided by the Pay Equity Hearings Tribunal.

The group-of-jobs approach is applied as follows:

1. The female job class with the greatest number of employees is selected as the representative job class for the group.
2. The selected pay equity comparison method is applied to the representative job class.
3. The resulting pay equity adjustments, if any, are applied to all the positions in all the job classes in the group as though they were all one female job class.

In the following example, if each of the four female job classes were evaluated separately and if a male comparator job class were sought for each, they might receive pay equity adjustments quite different from each other. The existing relationships among their job rates would then be upset or the order of the job classes in terms of job rate might change.

**Four Job Classes Before Pay Equity**

<b>Job Class</b>	<b>Number of Employees</b>	<b>Pre-Pay Equity Job Rate</b>	<b>Difference</b>
Typist	3	\$12.08/hr	
Stenographer	5	12.68/hr	+ 0.60
Secretary	8	13.68/hr	+ 1.00
Senior Secretary	4	15.43/hr	+ 1.75

In treating this series of job classes as a group of jobs, the job class of secretary is chosen to represent the whole group because it has the greatest number of employees. Assume that the secretary job class with its job rate of \$13.68 per hour found a male comparator job class with a job rate of \$13.82. The required pay equity adjustment would be \$0.14 for all the job classes in the group. The job rates for the four job classes after achieving pay equity would be as follows:

### Four Job Classes Before Pay Equity

Job Class	Number of Employees	Pay Equity Adjustment	Pre-Pay Equity Job Rate	Difference
Typist	3	\$0.14	\$12.22/hr	
Stenographer	5	0.14	12.82/hr	+ 0.60
Secretary	8	0.14	13.82/hr	+ 1.00
Senior Secretary	4	0.14	15.57/hr	+ 1.75

The **same** pay equity adjustments in dollar terms must be given to all positions in all the job classes in the group of jobs.

### RELEVANT SECTIONS IN THE ACT

Subsections 6(6)-(10)	Defines the group-of-jobs approach and how it may be applied.
Subsection 21.3(5)	States that the group-of-jobs approach may be used when applying the proportional value comparison method.
Subsection 21.15(6)	Permits the group-of-jobs approach to be used when applying the proxy comparison method.

### REFERENCES:

*Pay Equity Implementation Series (Revised) - Guideline #5: Determining Job Class*  
*Pay Equity Implementation Series (Revised) - Guideline #7: Determining the Gender Predominance of Job Classes*  
*Pay Equity Implementation Series (Revised) - Guideline #9: Gender Neutral Job Comparison*  
*Pay Equity Implementation Series (Revised) - Guideline #11: Determining Job Rate*  
*Pay Equity Implementation Series (Revised) - Guideline #13: Pay Equity Adjustments*

### For More Information:

We are here to help. We can answer your questions by e-mail at <mailto:Pecinfo.Pecinfo@ontario.ca> or by phone at (416) 314-1896, or toll-free at 1-800-387-8813. You can also register for a free seminar. Visit our website at <http://www.payequity.gov.on.ca/peo/english/seminar.html>

All communications are confidential.

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### The Pay Equity Commission

This fact sheet is for information only, and is not intended to restrict Review Officers or the Pay Equity Hearings Tribunal in their determination of matters. Refer to the *Pay Equity Act* for exact interpretation.

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