

## University of California AB 168 — California's Salary Inquiry Ban Implementation Checklist

### Introduction:

This checklist is intended to serve as a resource to assist University of California locations in navigating AB 168 in support of our commitment to pay equity and the elimination of gender, race, color, religion, sex, national origin, disability, age, protected veteran status, gender identity, or sexual orientation, as a basis for determining compensation. This document is not intended to address all implementation questions or unique circumstances specific to your location and is designated for staff recruitments. It is recommended that you contact your location's central Human Resources and/or Academic Personnel office for guidance.

This document is designated for SMG, MSP, PSS, Union, and Non-Union Staff. If you have questions related to academic personnel please contact your local Academic Personnel Office for guidance.

This checklist was put together by Systemwide HR/Talent Management and a working group consisting of 13 HR professionals from various locations across the system.

### Human Resources

- Review all employment applications and remove any questions about prior salary history from them.
- Remove any questions about prior salary history from reference checks, background checks, employment verifications or any other verification inquiries.
- Review and revise local policies, hiring procedures and interview/screening guidelines to ensure that the University does not request prior salary history during the hiring process and that the position salary range is shared with an applicant upon reasonable request.
- Revise training content and provide training to employees involved in the hiring process to ensure that the University does not request prior salary history during the hiring process and that the position salary range is shared with an applicant upon reasonable request.
- Revise hiring procedures interview/screening guidelines, salary setting procedures, and training content to incorporate such best practices as behavioral-based interviewing and salary setting practices that incorporate multiple factors (i.e., internal salary alignment, salary range, budget, market pay, and candidate's KSAs).
- Contact the local procurement office and request that they work with locally contracted search firms, staffing agencies, background check vendors, and other third party services, as applicable, and have them remove any salary history questions used in their hiring process, for background checks, or for any other verification inquiries and request that they do not provide this information to anyone at the University of California.

## Hiring Departments

- ❑ Review all internal departmental employment applications (e.g., student employment and internship applications) and remove any questions about prior salary history from them.
- ❑ Determine whether to share salary range information in the position posting in consultation with Human Resources.
- ❑ Revise internal departmental training content and provide training to employees involved in the hiring process to ensure that the department does not request prior salary history during the hiring process and that the position salary range is shared with an applicant upon reasonable request.
- ❑ If contracting with a search firm or staffing agency, consult with Human Resources before signing the contract to ensure that they have removed any salary history questions used in their hiring process.

## Procurement Offices

- ❑ Send *Vendor Communication Memo* to all locally contracted search firms, staffing agencies, background check vendors, and other third party services, as applicable, that they remove any salary history questions used on their forms and/or in their hiring process, for background checks, employment verifications or for any other verification inquiries and request that they do not provide this information to anyone at the University of California.

## Search Firms, Staffing Agencies, Background Check Vendors, and Others as Applicable

- ❑ Remove any salary history questions used in their hiring process, for background checks, or for any other verification inquiries and do not provide this information to anyone at the University of California.

## References:

[UC Salary Inquiry Restrictions](#) web page (AB 168 on UCnet)

Lane Powell PC (2017, October 5). [Oregon's Looming Pay History Ban: What Employers Should Do Now](https://www.lexology.com/library/detail.aspx?g=b41de8d6-1bcb-4955-b132-e88b9c444a16). Lexology. <https://www.lexology.com/library/detail.aspx?g=b41de8d6-1bcb-4955-b132-e88b9c444a16>