

# California Pay Transparency and Applicant Salary Inquiry Restrictions Assembly Bill 168 and Senate Bill 1162 Staff Employee Position Implementation Checklist

This checklist is intended to serve as a resource to assist University of California locations in navigating AB 168 and SB 1162 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 basis for determining compensation. This document is designated for staff recruitments. It is not intended to address all implementation questions or unique location specific circumstances. It is recommended that you contact your location central Human Resources Office for more information and guidance.

This document is designated for SMG, MSP, PSS represented and non-represented staff (including student) employee positions.

Questions related to faculty and academic (including student) employees should be directed to your [location Academic Personnel Office](#).

## Human Resources

- Review and revise local procedures, guidelines, and systems to align with updated [PPSM 20: Recruitment and Promotion \(pdf\)](#) and [PPSM 30: Compensation \(pdf\)](#), and for compliance with:
  - AB 168: To ensure that the University does not request prior salary history information, including compensation and benefits, during the recruitment process and provides the pay scale for the position to an applicant applying for employment upon request.
  - SB 1162: To include the requirement of posting pay scales, the salary or hourly wage range that the University reasonably expects to pay for the position in accordance with local procedures, in all position postings. Additionally ensure current employees are provided access to their current position salary range (pay scale), the range of pay from minimum to maximum established for a salary grade or job.
- Remove information related to prior salary history
  - Review employment applications, interview templates, reference check documents, background checks and other verification inquiries.

- Partner with location procurement office to communicate compliance requirements to locally contracted search firms, staffing agencies, and other third-party vendors:
  1. Remove any salary history questions used in the hiring process. Request that they do not provide this information to anyone at the University of California.
  2. Post pay scales in all positions postings.

Revise training and website content

- Update and train employees involved in the hiring process on requirements:
  1. What your location is doing to the meet the requirement of posting pay scale information on all job postings.
  2. The applicant's prior salary history information, including compensation and benefits, cannot be requested or used to determine candidacy or advancement in the recruitment process.
  3. Upon request from the applicant, the full salary range for the position they are applying to must be provided.
  4. Upon request from current employees, the full salary range for their current position must be provided.
- Revise job seeker/prospective applicant (including students) website content by removing any language that suggests they share prior salary history. Insert new language describing how pay scale information is listed on job postings.
- Review and update location recruitment practices and guidance for how to determine decisions to advance applicants/candidates in the recruiting process and how to determine salary offers to extend to final candidates.

Include position salary information in job postings

- The law requires that the university's position advertisements must include the pay scale for the position. To best meet location's business and budgetary needs, locations may choose to also post pay scales and/or full salary ranges. For more guidance and examples, see FAQ #7 in [California Pay Transparency and Applicant Salary Inquiry Restrictions – UC Staff Employee Position FAQs \(pdf\)](#).

- For positions posted before January 1, 2023, and posting remains open for new applications January 1, 2023
  - Position postings may need to be updated and reposted depending on if original job posting included a pay scale and/or salary range. For more guidance and examples, see FAQs #7 and #9 in [California Pay Transparency and Applicant Salary Inquiry Restrictions – UC Staff Employee Position FAQs \(pdf\)](#).
- Determine a process for responding to requests for pay scale / salary range information
  - For applicants that request position pay scale information.
  - For current employees that [request salary range information](#) for their position.

## Hiring Departments

- Remove information requesting prior salary history from applications and materials
  - Review and revise all internal departmental employment applications (e.g., staff and student employment and internship applications).
  - When engaging with recruitment advertising vendors, search firms, staffing agencies, background check vendors, and other third-party services, as applicable; ensure the agreement includes compliance with federal and state laws and University policies and procedures. Before beginning and throughout the recruitment, review and confirm the third-party vendor's awareness of and ability to modify systems and processes to comply with California recruitment specific laws including AB 168, SB 1162, and others.
- Include position pay scale information in all job postings
  - For guidance and examples, see FAQ #7 in [California Pay Transparency and Applicant Salary Inquiry Restrictions – UC Staff Employee Position FAQs \(pdf\)](#).
  - Consult with your location central Human Resources Office for more information and guidance on local procedures.
- Revise training and website content
  - Update and train employees involved in the hiring process on requirements:
    1. What your location is doing to the meet the requirement of posting pay scale information on all job postings.

2. The applicant's prior salary history information, including compensation and benefits, cannot be requested or used to determine candidacy or advancement in the recruitment process.
  3. Upon request from the applicant, the full salary range for the position they are applying to must be provided.
  4. Upon request from current employees, the full salary range for their current position must be provided.
- Revise job seeker/prospective applicant (including students) website content by removing any language that suggests they share prior salary history. Insert new language describing how pay scale information is listed on job postings.

Procurement Offices

- Send the Communications to Vendors Memo to all local recruitment advertising vendors, search firms, staffing agencies, background check vendors, and other third-party services, as applicable; ensure the agreement includes compliance with federal and state laws and University policies and procedures. Before beginning and throughout the recruitment, review and confirm the third-party vendor's awareness of and ability to modify systems and processes to comply with California recruitment specific laws including AB 168, SB 1162, and others.

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

- Consult with the Hiring Department and / or location central Human Resources regarding pay scale information to include for all position postings, and the position full salary range to provide, upon request, to the applicant.
- Remove any questions requesting salary history information, including compensation and benefits, in all phases of the recruitment process.
- For background checks or for any other employment verification inquiries, do not provide applicant or candidate salary history information to anyone at the University of California.

**References:**

[UC California Pay Transparency and Applicant Salary Inquiry Restrictions \(pdf\)](#)

[UCnet Compensation](#)