



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

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August 23, 2019

TO: All DOC Employees

FROM: Melia Olsen, Director [Signature on file]
Human Resources

SUBJECT: House Bill 1696 - Equal Pay & Opportunities Act

The purpose of this communication is to inform you of recent changes to WA state law which impact our recruitment and hiring process. Please understand that this is a new law which likely has many unforeseen impacts. DOC HR will stay abreast of those impacts and keep you informed of any updates and/or changes as needed in order to remain compliant.

This memo supersedes the current policies for the following until the policy office updates said policies:

- 810.800 Recruitment, Selection, and Promotion
- 820.005 Washington General Service Salary Determination
- WMS Handbook

What

House Bill 1696 prohibits employers from seeking wage or salary history of applicants, or requiring that an applicant's prior wage or salary history meets certain criteria. The Bill also puts in place new rules intended to increase employer's transparency in wage/salary for job seekers.

Please review this [OFM Guidance Document for additional information.](#)

Why

Equity – Using prior salary information to determine new salary upon hire or promotion may perpetuate historic wage and economic disparities. Removing prior salary information promotes equity in salary determination.

When

This law will take effect on July 28, 2019. As of July 2, prior salary information has been removed from job applications in our applicant tracking system (NeoGov). Applications submitted prior to that date may still contain salary information.

If you have a printed application containing salary information, please redact the salary information and follow the direction in policy 820.005 Washington General Service Salary Determination (with the exception of Directive I.C.1.c.) or the applicable Collective Bargaining Agreement to determine salary.

Things to Remember

- Don't ask an applicant for prior wage/salary information.
- Don't ask a previous employer for an applicant's wage/salary information.
- Provide the salary range or minimum salary for all job openings.
- Consider internal pay equity, candidate qualifications, and budget to determine salary.
- When extending a job offer:
 - For internal (WA State) candidates who have not voluntarily disclosed their current wage and are applying to a WGS position, explain that the salary will be determined using the rules of promotion documented in DOC policy or CBA and explain what the applicable rule says.
 - For internal candidates who have voluntarily disclosed previous wage, those applying to WMS or EMS positions, or for all external candidates, work with HR to determine an equitable wage/salary and extend an offer with salary information.
 - If the candidate wants to negotiate after you make an offer, ask what their salary expectation is, explain that you will need to seek approval, and contact your local HR office.
- ❖ Appointing Authorities: For internal (WA State) candidates applying to a WGS position, Appointment Approval Requests should NOT indicate a proposed salary. It should indicate: To be determined based on rules of promotion.
 - Once an offer is accepted, HR will verify and determine appropriate promotional salary.

For questions, please contact your local HR office.