

# COLORADO EQUAL PAY FOR EQUAL WORK ACT

## HIRE EDUCATION

Ensure your job search adheres to Colorado's Equal Pay for Equal Work Act rules

Colorado's Equal Pay for Equal Work Act introduces rules in the job recruitment process, intended to address the gender pay gap. The hiring process is a crucial step in ensuring pay parity from day one. Your efforts are necessary to ensure CU implements the spirit as well as the letter of this law.

The following sections are guidelines for posting jobs, reviewing applicants' qualifications, and extending offers.

### THE LAW'S REQUIREMENTS

The act protects employees against pay discrimination based on sex, including gender identity, alone or in combination with other protected statuses, by ensuring employees are paid equitably for performing substantially similar work.

Substantially similar work is determined based on skill, effort and responsibility regardless of job title.

It allows for pay differences accounting for:

- Seniority
- Merit
- Education
- Training
- Job related experience
- Geographic location
- Travel
- Quantity or quality of production

### STARTING THE SEARCH

CU departments must post all vacant job opportunities for applications, including:



**Full-time  
positions**



**Part-time  
positions**



**Promotional  
opportunities**

When posting an open position, you must include:

**\$-\$\$\$**

**The pay rate and/or range**



**A link to or description of all benefits and compensation**

### MAKING AN OFFER

The Equal Pay Act prohibits you from considering wage history in making an employment offer. **This means:**

**1** | You cannot request pay history from any candidate.

**2** | If you discover a candidate's pay history, you cannot use that information to influence the wage offered to a candidate.



University of Colorado  
Boulder

#### Websites:

[www.colorado.edu/hr/hiring](http://www.colorado.edu/hr/hiring)

[www.colorado.edu/hr/compensation](http://www.colorado.edu/hr/compensation)