

# The Equal Pay for Equal Work Act & the TMS

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# Agenda

- What is the Equal Pay for Equal Work Act?
- Non-Student Hourly/Temporary Hourly postings
- Definitions under the new Equal Pay for Equal Work Act
- Different Promotion Processes in the TMS
- Faculty Promotions
- Promotional Announcement Examples table
- Promotional Announcement Workflow
- Alternative Appointment Request Workflow
- Updates
- Resources

# The Equal Pay for Equal Work Act



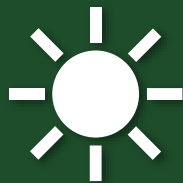
- Signed into Colorado law July 2019, became effective January 1, 2021



- Provides new wage discrimination protections to prevent pay disparities



- Ensures employees performing similar work are paid the same wage regardless of sex, including gender identity



- Allows for transparency in pay and promotions

# Temporary Hourly



**Posting serves as Position Description (a requirement of the act)**



**Choice to accept applications via TMS or resume via email (post vs announce)**



**Posted one day – can close 11:59pm the following day.**

Can be posted longer



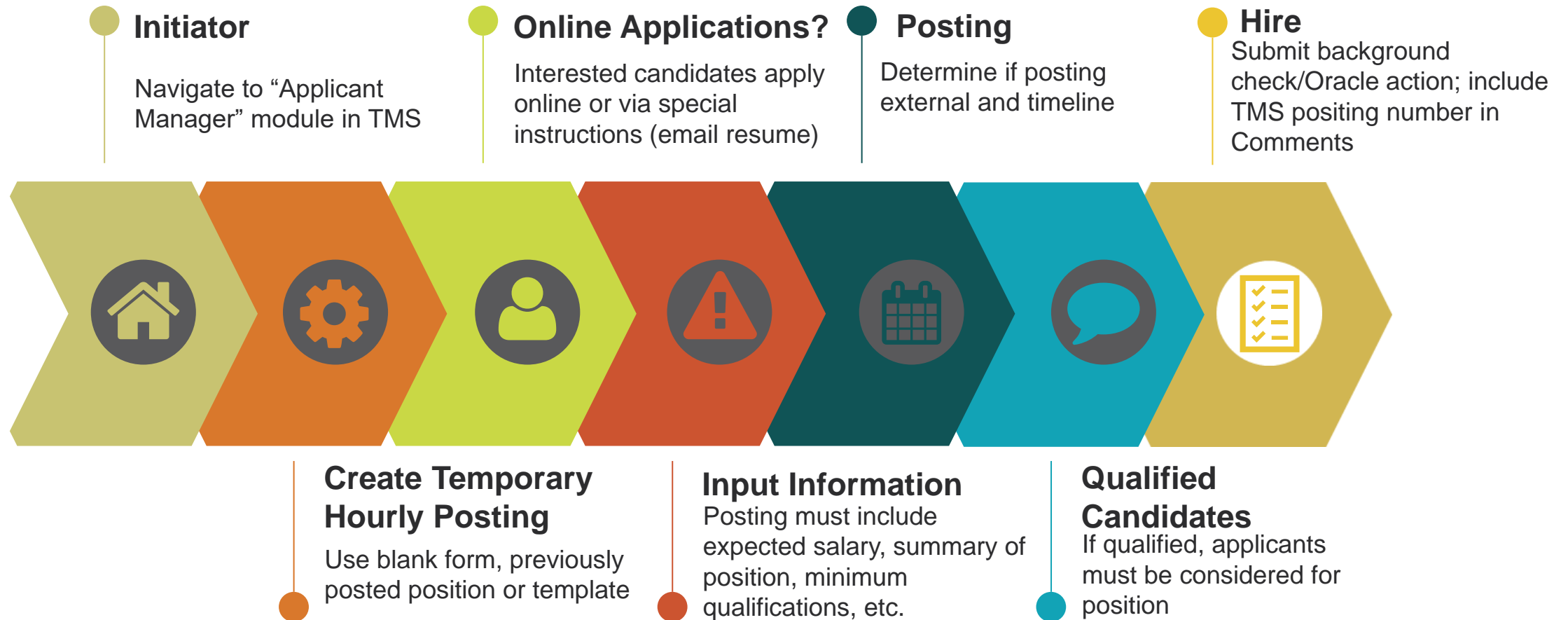
**Submit for background check after close**



**Normal Oracle process is used to hire a NSH employee - there is no integration from TMS.**

Include posting # in comments

# Posting NSH Promotional Opportunities in the Talent Management System (TMS)



# NSH Posting FAQs

How long a posting is required?

- The vacancy must be posted for one day. Postings close at 11:59pm on identified date.

Are interviews required of all qualified applicants?

- There is no established 'process' for review of applicants; however, all qualified applicants must be considered.

I have an employee that returns after the required 4-month break in service, do I have to post the position?

- Not necessarily. If the position hasn't changed (e.g., new responsibilities, new title, etc.) and the employee hasn't left, there isn't a 'vacancy' in the position and it does not have to be posted again.

When should I consider an external posting?

- The law only requires 'announcing' promotional opportunities to current employees (internal). An external posting can be used to solicit interest if there are no or limited known candidates.

Can an external candidate apply to an internal posting?

- Yes, a direct link to the posting can be provided. However, if the posting is internal, the candidate does not need to apply.

# Promotion Definitions Under the EPEWA



Promotion

Promotional  
Announcement



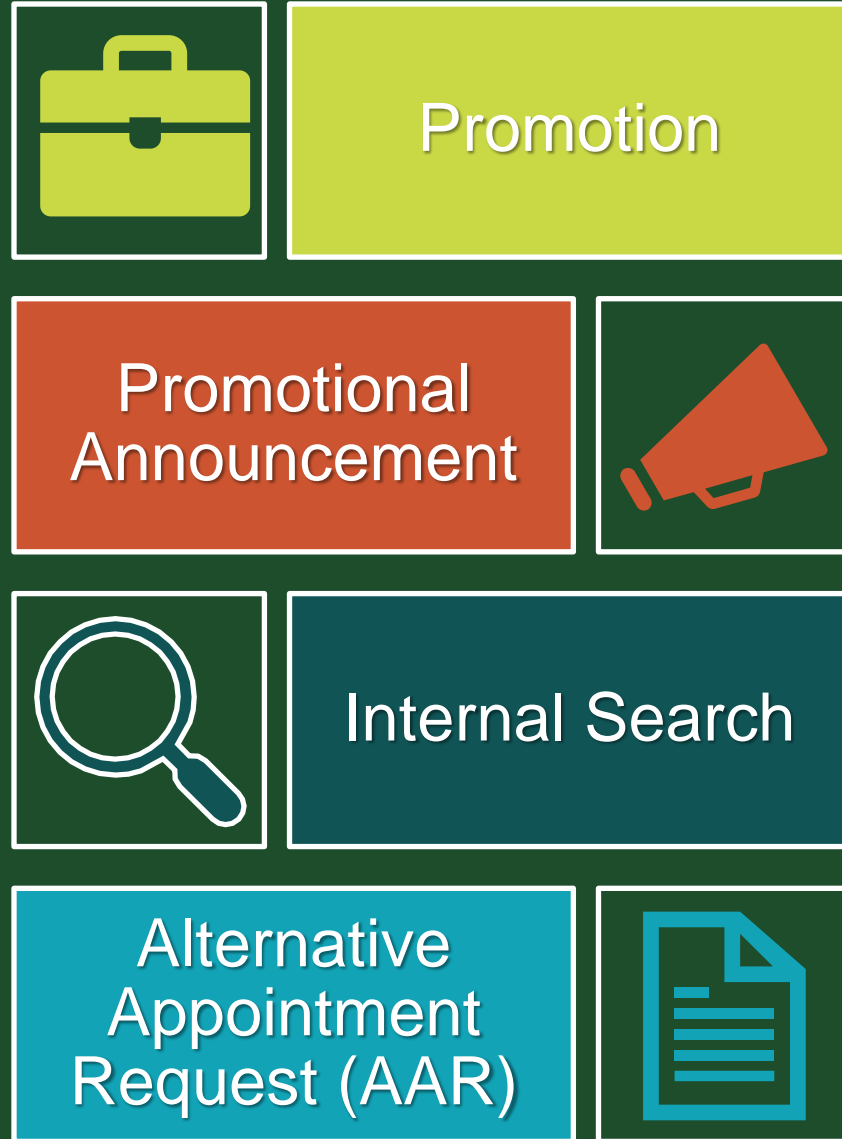
Internal Search

Alternative  
Appointment  
Request (AAR)



# Promotion:

A **promotion** occurs when an employee receives new or different authority, duties, opportunities, responsibilities, benefits, salary, or access to further advancement.





## Promotional Announcement:

A **promotional announcement** is the means by which promotions are announced to the university via a TMS posting which is placed on the internal job board for one day. If a current employee receives a promotion, a promotional announcement must be created.



Promotion

Promotional  
Announcement



Internal Search

Alternative  
Appointment  
Request (AAR)



## Internal Search:

An **internal search** for a promotional opportunity is used when there is a **new vacancy**, and the department wishes to move (promote) a current employee into the vacant position.



Promotion

Promotional  
Announcement



Internal Search

Alternative  
Appointment  
Request (AAR)



Alternative Appointment Request:  
An **Alternative Appointment Request (AAR)** seeks to hire an individual external or internal to CSU into a new vacancy without an open, competitive search process.



Promotion

Promotional  
Announcement

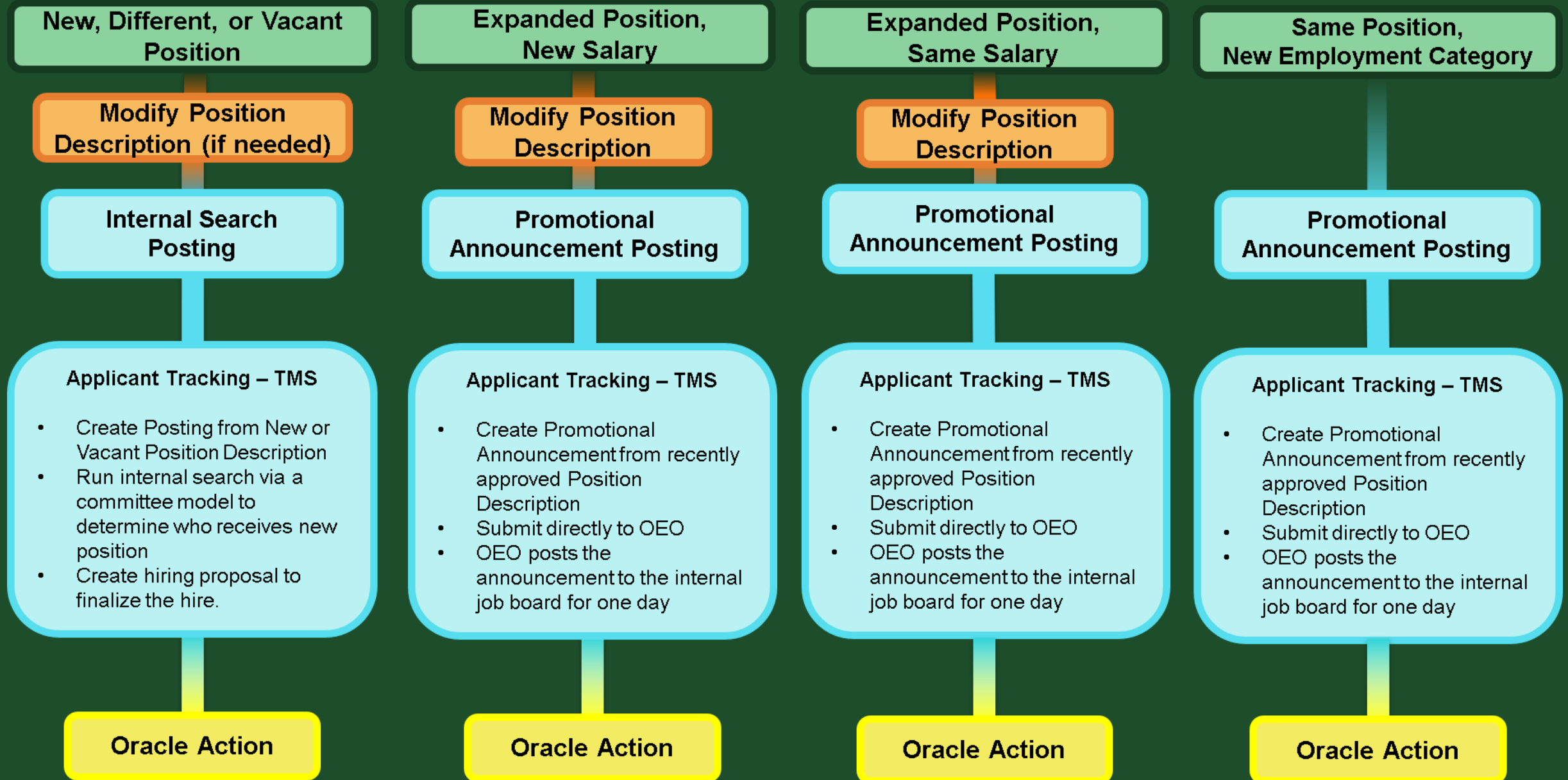


Internal Search

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# Promotion?



## If Updating Salary

New, Different, or Vacant Position



- No Off-Cycle Salary Form
- Salary is increased through the completion of a Hiring Proposal with Offer Letter and Oracle action.

## Updating Salary

Expanded Position, New Salary



- Off-Cycle Salary Form
- Promotional Announcement
- Oracle Action

## Updating Salary

Same Position, New Employment Category



- Off-Cycle Salary Form
- Promotional Announcement
- Oracle Action

# Academic Faculty Promotions











Promotional Announcements required when there is a change in rank or change in status between Temporary, Special, or Regular



Exploring bulk announcement possibilities

# Table of System/Form Requirements for Promotions Under the EPEWA

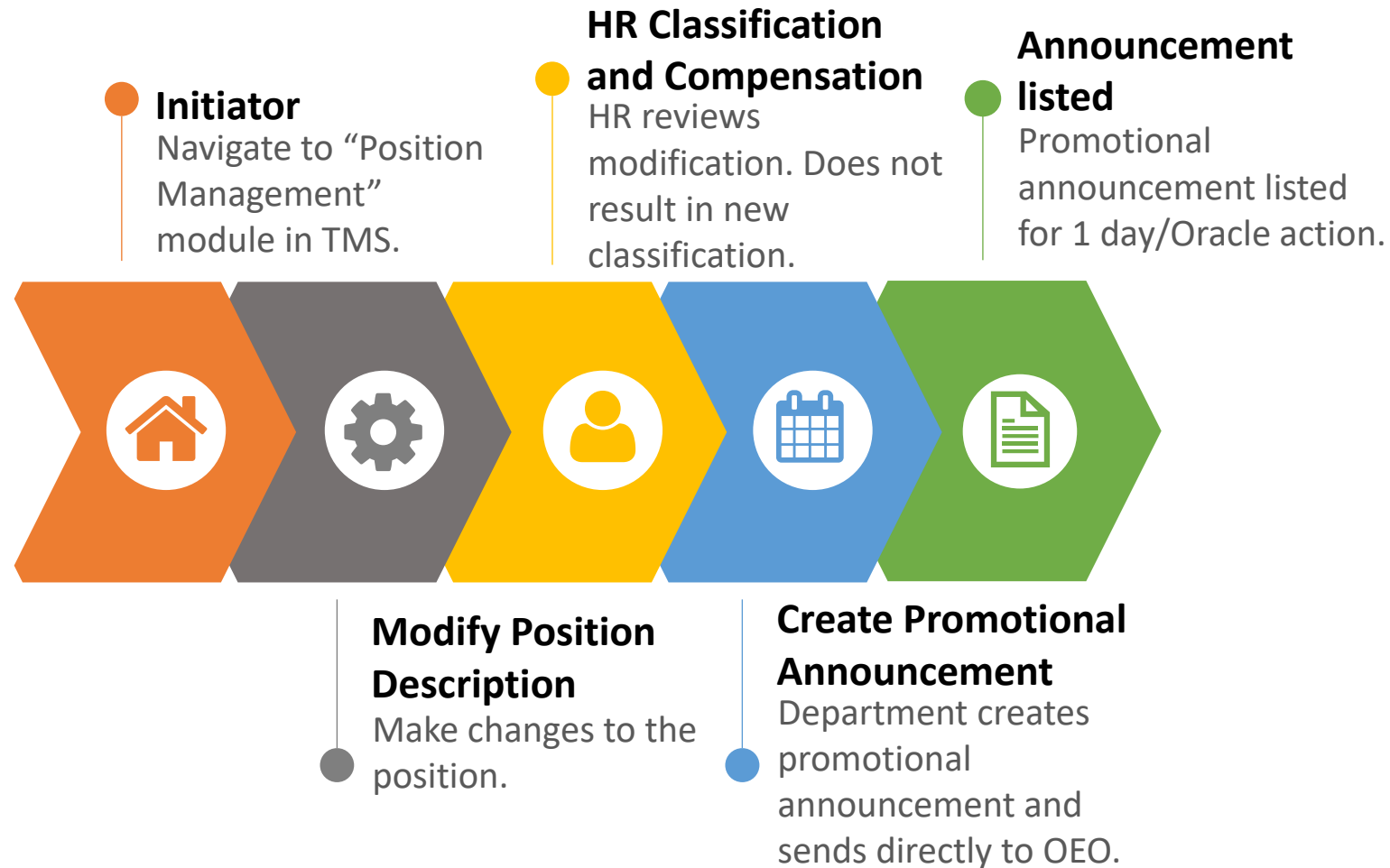
Types of Promotions for current employees	Off-Cycle Salary Adjustment Form	Promotional Announcement to Internal Job Board for 1 day	Alternative Appointment Request (AAR)	Hiring Proposal	Oracle Action
<b>New position due to new duties/responsibilities</b> <ul style="list-style-type: none"> <li>• New or same Classification</li> <li>• New Salary</li> </ul>					
<b>Position modification due to expanded duties/responsibilities/title</b> <ul style="list-style-type: none"> <li>• New or same Classification</li> <li>• New Salary</li> <li>• Research Series</li> </ul>					
<b>Position modification due to expanded duties/responsibilities/title</b> <ul style="list-style-type: none"> <li>• New Classification</li> <li>• Same Salary</li> <li>• Research Series</li> </ul>					

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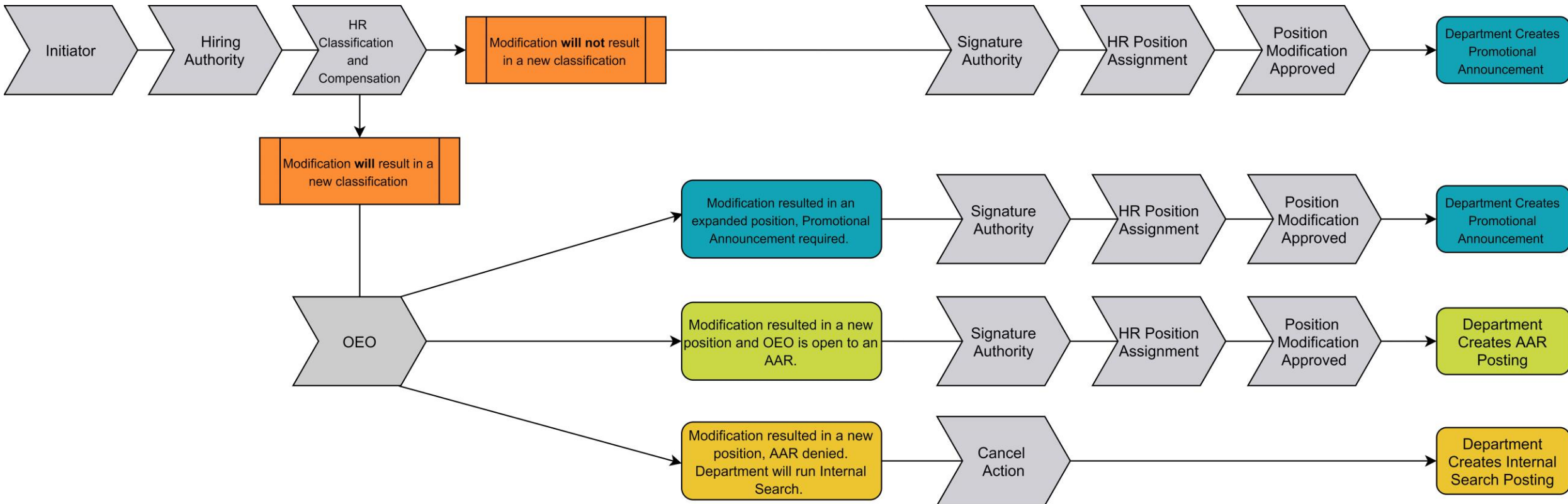
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Position modification due to expanded duties/responsibilities <ul style="list-style-type: none"> <li>• Same Classification</li> <li>• Same Salary</li> </ul>					
No change in position duties/responsibilities/title <ul style="list-style-type: none"> <li>• ONLY new salary</li> </ul>					
Change in benefits eligibility only <ul style="list-style-type: none"> <li>• Temporary to Special</li> <li>• Temporary to Regular</li> <li>• Special to Regular (Faculty only)</li> </ul>					



# Promotional Announcement Process in the Talent Management System (TMS)



# New Approval Workflow for AP Position Modification Requests



# Other EPEWA Updates

- OEO will no longer require AARs for Title Changes/Expansion of Duties
- No backdating
  - Approved off-cycle salary requests will be forwarded to HR after the Promotional Announcement (PA) has been posted
  - Effective date must be after the PA posting due to EPEWA requirements to post all promotions
- When you submit an Oracle action to change a current employee's assignment:
  - Add the PA posting number to the comments
  - HR Records will not approve actions unless there is a PA number
  - No backdating salaries or promotions



# Resources

- The Colorado Equal Pay for Equal Work Act:  
[https://leg.colorado.gov/sites/default/files/2019a\\_085\\_signed.pdf](https://leg.colorado.gov/sites/default/files/2019a_085_signed.pdf)
- Non-Student Hourly Recruitment page: <https://hr.colostate.edu/non-student-hourly-recruitment-road-map/>
- <https://oeo.colostate.edu/equal-pay-for-equal-work/>
- <https://oeo.colostate.edu/media/sites/160/2021/02/Create-and-Edit-a-Promotional-Announcement-Posting.pdf>
- Internal Job Board: [Jobs.colostate.edu](https://jobs.colostate.edu) – Log in with eID and Password



# Questions?

