

Equal Pay for Equal Work Act (EPEWA)

Effective January 1, 2024

FAQs

Updated February 2024

POSTING POSITIONS – REQUIREMENTS

Q: Previously we were required to post promotions unless the following criteria were met: more than 50% of the duties remained the same, the position was occupied, the position number remained the same, and the position was not being back filled. Does this requirement stay the same with the January 1 changes?

A: No. As of January 1, 2024, the above does not apply. Hiring authorities can promote an employee without a posting/adhering to the above. We do not have to post promotions as long as the promotion meets the criteria for career progression (see definition below) or meets the criteria for career development (see definition below). The exception is that we would post a Vice Chancellor or Dean position based on Regent Policy.

Career development - A change to an employee's terms of compensation, benefits, fulltime or part-time status, duties, or access to further advancement in order to update the employee's job title or compensate the employee to reflect work performed or contributions already made by the employee which means that where such existing work or contributions: (A) were part of the employee's existing job; and (B) were not within a position with a current or anticipated "vacancy"

Career progression - a regular or automatic movement from one position to another based on time in a specific role or other objective metrics.

Q: Do I need to include a full consideration date or apply by date in all postings based on changes effective January 1?

A: Yes. All postings require that we provide the date the application window for the opportunity is anticipated to close. If you have an on-going, open continuous posting, you do not need to include an apply-by date but should include information regarding when you anticipate applications will be reviewed.

Q: Do I have to post vacant or new student faculty and student worker positions?

A: Yes, you would still post these positions on your school/college or department website and/or Handshake. You do have the option to promote student workers or student faculty. If you do, you will need to include them within your post selection notifications within 30 days of hire or promotion (covered in the next section).

Q: If I promote a current faculty member from an Instructor to Assistant Professor, do I have to post the position?

A: Yes, you need to post the position and need to provide the 30-day post selection notification. Posting not required for SOM Instructors (all ranks) moving to Assistant Professor when the original letter of offer (or amendment) for the Instructor position contains career progression language that details the intent to promote to Assistant Professor within one year from initial appointment as Instructor. 30-day post selection notification is required for SOM as well.

Q: Do I need to post a position if I have a current classified employee who elects exemption from the State Personnel System?

A: No, you would not need to post the position in this case.

Q: Do I need to post a promotion for a current classified staff that is going through the reallocation process?

A: You would follow the reallocation process and work with your classification consultant in Central HR to post the announcement on the internal CU Careers site and also post a paper reallocation announcement within the school or department.

NEW NOTIFICATION REQUIREMENTS – NEW HIRES AND PROMOTIONS

Requirement applies to new or vacant positions posted as “job opportunities” on our internal site or external site, and also applies to current employees who applied to a new or vacant position and as a result promote to a higher-level position. The post selection notification requirement does not apply to Career Progression or Career Development promotions.

Q: What information will I be required to share regarding a new hire or a promotion?

A:

- Name of new hire or current employee moving into a new role
- New job title
- Former job title if current employee of CU
- How other employees can demonstrate interest in similar job duties and identify individual within the department to contact if interested in similar job opportunities.

Q: What is the time-frame requirement?

A: We must share the above information within 30 calendar days of hiring a new employee or promoting a current employee. This applies to all employment groups including students workers and student faculty.

Q: Who do I need to share the information with?

A: We must share the information with individuals that the new hire or person promoted will work with regularly.

“Work with regularly” means employees who, as part of their job responsibilities, either (1) collaborate or communicate about their work at least monthly, or (2) have a reporting relationship (i.e., supervisor or supervisee).

Q: What is the best way to meet this requirement?

A: Consider incorporating the information above into welcome e-mails, a newsletter or on your school or department website. Any of these options will work as long as you provide the information within 30 calendar days of hire or promotion. It is fine to include multiple notifications for hires or promotions. See sample language below.

SAMPLE E-MAIL FOR NOTIFICATION OF NEW HIRE OR PROMOTION:

Hello,

We are thrilled to introduce (Employee Name) who was recently (Hired, Rehired, or Promoted) into (Position Title) on (Date). If applicable: Previously, (Employee Name) was in (Job title) with (Former Department or CU Campus).

If you are interested in a similar position in the future within the school or department, we encourage you to discuss professional growth opportunities with your current supervisor or feel free to reach out to the

supervisor of similar functions within our area. Career opportunities are also available via CU Careers. Additional information regarding benefits include: [total compensation calculator](#), and [CU Advantage](#).

We are always willing to discuss future career growth and opportunities.

Q: How do I maintain documentation that I have complied with the notification requirement?

A: Save welcome e-mails or newsletters in a separate folder in case you need to refer to them. You do not need to add this documentation to personnel files.

NEW NOTIFICATION REQUIREMENTS – CAREER PROGRESSION

Q: What information must we make available for career progression actions?

A: Information regarding requirements (qualifications) for career progression, compensation and [Employee Benefits](#).

Q: What is the definition of career progression for university staff?

A: For university staff (non-alternate funded positions) career progression is defined as movement from entry professional to intermediate professional or intermediate professional to senior professional.

Q: What is the definition of career progression for Faculty?

A: For Faculty positions, career progression is defined as movement through faculty ranks:

- Instructor to Senior Instructor to Principal Instructor**
- Assistant Professor to Associate Professor/Associate Professor to full Professor
- PRA, to Senior PRA, Research Associate and Senior Research Associate
- Movement through series, even if skipping a level, is considered career progression

** SOM only - Instructor (all ranks) to Assistant Professor when the original letter of offer (or amendment) for the Instructor position contains this career progression language that the intent will be to promote to Assistant Professor within one year from initial appointment as Instructor.

Q: If an employee asks me to make available information regarding qualifications or compensation for career progression, what should I provide?

A: Central HR has created a document for you to share. You can share the link with employees if they have questions related to compensation or qualifications related to career progression. Document is available on our website at: <https://www.cuanschutz.edu/offices/human-resources/hr-business-partners/hrbp-employee-categories-resources#ac-search-hiring-process-0>

The file includes salary ranges for entry, intermediate and senior professional levels, special posting ranges, alternate funded ranges, and includes family and title definitions.

FACULTY

Information regarding qualifications for faculty is available via: [Administrative Policy Statement 5060](#)

Compensation: School or College BSI Plan (If applicable) or School or College Dean's Office

ALTERNATE FUNDED UNIVERSITY STAFF

Requirements vary based on series. See [State of Colorado MQ page](#)

Compensation: State of Colorado [Classified salary ranges](#) (ranges used for alternate funded university staff positions)