

Equal Pay for Equal Work Act

Posting/Notification Guidance effective as of January 1, 2024

Updated: February 2024

Employment Group	Guidance
<p>All Employment Groups – Posting new or vacant positions</p> <p>A “job opportunity” means “a current or anticipated vacancy for which the employer is considering a candidate or candidates or interviewing a candidate or candidates or that the employer externally posts.</p> <p>We are not required to post career progression or career development actions.</p>	<p>All job opportunities (new or vacant positions) must be posted on CU Careers.</p> <p>Posting Details:</p> <ul style="list-style-type: none"> • Must post for a minimum of 5 calendar days • May post internally as “Open to current CU employees only” in CU Careers. New: May use internal posting site accessible via the portal. May limit to current CU Anschutz employees or all CU Campuses. • Must run a defensible search process that includes interviews for those who meet all minimum qualifications and best meet preferred qualifications • This includes vacancies for part-time faculty
<p>All Employment Groups – Salary range or rate/Apply by date</p>	<p>Salary range or rate must be included in all postings</p> <ul style="list-style-type: none"> • University staff/Classified staff: Central HR will ensure a range or rate is added to all active postings • Faculty: Schools or colleges provide the rate or range to central HR. Provided during Faculty NPP submission • Central HR will ensure that a link to Benefits is included <p>New: Apply by date must be included in all postings.</p> <ul style="list-style-type: none"> • We must include apply by date or full consideration date if posted as open until filled. If on-going, open continuous posting, an apply by date is not required.
<p>All Employment Groups – former employees or affiliates</p>	<p>Position must be posted when re-hiring or transferring a current or former employee or affiliate:</p> <ul style="list-style-type: none"> • Appointment Types 2 (search waiver) is no longer an option • This applies to former or transferring affiliates, student workers, student faculty or temporary positions (university staff temps, classified staff temps or research temps)

<p>All Employment Groups – Post Selection Notification Requirement (including newly hired student workers/student faculty or promotions for students)</p> <p>New: Notification Requirements for job opportunities</p> <p>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 are promoting to a higher level position. The post selection notification does not apply to Career Progression or Career Development promotions.</p>	<p>Within 30 calendar days of hire or promotion, school, college, or department must notify individuals that the candidate will work with regularly of the following:</p> <ul style="list-style-type: none"> • 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 individuals within the department to contact if interested in similar job opportunities. <p>Consider incorporating the requirements above in a school/departmental welcome e-mail. See sample template language below table.</p> <p>A school or departmental newsletter or website where hires or promotions are listed within 30 days of hire or promotion is an option.</p> <p>Save copies of welcome e-mails or newsletters as documentation of notification in a separate folder. We are not required to save in the personnel file.</p>
<p>All Employment Groups</p> <p>New: Career Progression Notification Requirements</p> <p>Career Progression definition: Regular or automatic movement from one position to another based on specific time in role or other objective measures.</p> <p>Applies to: University Staff entry to intermediate and intermediate to senior pro</p> <p>Alternate funded University Staff</p> <p>Faculty movement within ranks</p>	<p>For Natural/Career Progression must make available: Requirements for career progression and compensation and Employee Benefits</p> <p>UNIVERSITY STAFF New: 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</p> <p>The file includes salary ranges for entry, intermediate and senior professional levels, special posting ranges, alternate funded ranges, and includes family and title definitions.</p> <p>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)</p>

	<p>FACULTY</p> <p>Information regarding qualifications for faculty is available via: <u>Administrative Policy Statement 5060</u></p> <p>Compensation: School or College BSI Plan (If applicable) or School or College Dean’s Office</p> <p>Faculty Movement Within Ranks - Examples:</p> <ul style="list-style-type: none"> • 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 <p>** SOM only - Instructor (all ranks) to Assistant Professor when the original letter of offer (or amendment) for the Instructor position contains career progression language that the intent will be to promote to Assistant Professor within one year from initial appointment as Instructor. Departments will have the ability to amend original letter of offer once to include this career progression language. School of Medicine is responsible for tracking.</p>
Faculty (Posting not required)	<p>Posting is not required for the following:</p> <ul style="list-style-type: none"> • Pre Doc Trainee • Student Stipend • Postdoctoral Fellow • Instructor Fellow • Faculty Fellow • Summer Faculty (Denver) • Visiting Faculty Appointment - maximum appointment of 9 months (Denver) or one year (Anschutz)and where conversion to a regular appointment is not expected. When Visiting positions are posted, appointment is limited to 2 academic years (Denver) and 2 years (Anschutz).
Faculty (Posting not required)	<p>Titles/levels that are changed as a result of hiring negotiations do not need to be re-posted (Example: Posted as Assistant Professor but negotiated hire as Associate Professor)</p> <p>An appointment type 1 (search waiver based on previous search) can be processed in this case.</p>

<p>Faculty – Administrative Appointments must be posted within school/college</p>	<p>Positions must be posted for vacancies for administrative faculty appointments including:</p> <ul style="list-style-type: none"> • Department Chairs and Associate Chairs • Faculty Associate Deans and Faculty Assistant Deans • Director-Faculty, Center Directors, and Associate Director-Faculty • Division Heads • Positions where an additional appointment is not added to HCM, but an administrative stipend is added as multiple component of pay <p>Posting details:</p> <ul style="list-style-type: none"> ○ May post on school/college website ○ Must post for a minimum of 5 calendar days ○ Must include a range or rate in posting ○ Must run a defensible search process that includes interviews for those who meet all minimum qualifications and best meet preferred qualifications
<p>Interim or Acting Appointments</p>	<ul style="list-style-type: none"> • Cannot exceed New: nine months (previously six months). • If a search is in progress, is a failed search, or search takes longer than nine months interim/acting appointment may last longer than nine months
<p>University Staff or Faculty Search Waiver/Appointment Type 1 – Allowed (Appointment based on previous search)</p>	<p>If multiple (identical) vacancies are available and one position is posted to fill multiple vacancies</p> <p>Appointment Type 1 allowed only if candidate went through a search process (posted on CU Careers) and candidate was interviewed.</p> <p>University staff – must have applied within one year of posting</p> <p>Faculty - No time limit if individual applied and was interviewed previously for a similar position</p>
<p>Search Waiver/Appointment Type 2 – <u>Not</u> Allowed (Current or former employee)</p>	<p>No longer allowed</p> <p>This includes spousal hires or appointment type of former or current employees, affiliates, student workers, student faculty or temporary positions (university staff, classified staff, or research temps)</p>

<p>Student Workers / Student Faculty</p>	<p>Postings for vacant or new Student Workers and Student Faculty Positions are required. Notify students within school or college where postings will be available for all openings.</p> <p>Posting details:</p> <ul style="list-style-type: none"> ○ Post continuous posting on Handshake ○ Post continuous posting on School/College website ○ Must include a range or rate in posting ○ A search committee is not required ○ Must include an apply by date for non-continuous postings <p>Reminder: Cannot approve search waiver into any Staff or Faculty title for current student workers or student faculty. Must be posted for a minimum of 5 days.</p> <p>New: You may promote a current student, but post selection notification requirements within 30 calendar days will apply.</p>
<p>Temporary</p> <p>University staff temps, classified temps, Research temps</p>	<p>Posting is not required if truly a temporary position, meaning the position will not be filled permanently in the future and does not exceed 9 months.</p> <ul style="list-style-type: none"> ● Reminder: Appointment types into any title after temporary appointment is not permissible.
<p>Working Retirees – University Staff/Faculty</p>	<p>Posting is required for all staff and faculty working retirees if expected to exceed New: nine months (previously six months)</p> <p>Reference: APS 5054 “Hiring Retirees to Work in Staff Positions” https://www.cu.edu/ope/aps/5054</p> <p>Posting Details:</p> <ul style="list-style-type: none"> ○ Must post for a minimum of 5 calendar days and run defensible search ○ Must include an apply by or full consideration date.

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.

DEFINITIONS:

Job Opportunity

A “job opportunity” means “a current or anticipated vacancy for which the employer is considering a candidate or candidates or interviewing a candidate or candidates or that the employer externally posts.

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.