January 17, 2018

Good morning, [agency] employees:

On June 1, 2017, Governor Brown signed into law House Bill 2005, otherwise known as the Pay Equity Bill. This bill expands pay equity protections to Oregonians and requires all Oregon employers (both public and private) to identify and correct any existing pay inequities between employees who possess similar qualifications and perform similar work.

As a result, Oregon state government is conducting a mandatory survey of all employees to collect the details of each person’s education, experience and training. Once all the data has been gathered, your information will be compared to that of other employees performing similar work. This analysis will be completed by late summer 2018. If it is determined your current compensation is too low, it may be adjusted upward starting January 1, 2019. No one’s pay will be reduced.

You can access the survey via the following link:

[http://www.oregon.gov/das/hr/pages/equitysurvey-enter.aspx](https://www.oregon.gov/das/HR/pages/equitysurvey-enter.aspx)

**Please respond before the survey closes at 5pm on Wednesday, February 28, 2018.**

The survey should take approximately thirty minutes to an hour and should be done during work time. Please work with your manager to arrange your schedule. For employees who do not normally work at a computer station, work with your manager or Human Resources for access and accommodations.

I want to recognize and thank our employees for the great work you do in fostering a diverse workforce. As a values-driven organization committed to diversity, this work is an investment in you, your fellow public servants, and in our organization as a whole.

If you need assistance with the survey or have questions, please contact our HR staff at xxx-xxx-xxx or (email).

You may also reach out to the Pay Equity Project at 503-779-6905 or chro.payequity@oregon.gov. Visit payequity.oregon.gov for more information.

Thank you in advance for doing your part in making Oregon’s compensation equitable for all!

Signatory