

Desk Guide: Completing Equal Pay Assessments (EPA) for Underfill Assignments

I. Overview

EPAs are now considered when determining underfill differentials.

Effective Date:

- **11/21/2025** for employees covered by CHRO Pay Practices Policy¹
- **Date of ratification of collective bargaining agreement (CBA)** for represented employees*

Impact: Changes apply to employees on existing underfill assignments as of the effective date of the change and any future underfill assignments.

**Note: Refer to the applicable [collective bargaining agreement](#) for the effective date of changes for represented employees.*

II. Determining the Underfill Pay Setting

Step 1: Calculate 2.5% increase of the employee's current base pay

- Example: If the employee earns \$4,000/month, 2.5% = \$100; employee's base pay + 2.5% = \$4,100/month

Step 2: Complete an EPA using the Oregon State Step Calculator on the [Equal Pay Website](#).

- **For existing underfill assignments** starting **before** the effective date of the change, complete EPA to determine if adjustment is needed to the current underfill differential.

Calculator Process:

- **Calculation Type:** Review in current position
- **Calculation Date:** Effective date of change
- **Current Job Profile:** Underfill assignment
- **Classification Hire Date:** Start date of underfill assignment
- **Education:** Credit for highest advanced degree received
- **Relevant Prior Experience:** Include any experience relevant to the underfill assignment
- **Completed Date:** Date calculation is conducted

¹ See Addendum D – Pay Differentials policy 20.005.11

- **For new underfill assignments** starting **on or after** the effective date of change, complete EPA to determine underfill differential at the start of the assignment.

Calculator Process:

- **Calculation Type:** New employee/new job
- **Calculation Date:** Start date of underfill assignment
- **Prospective Job Profile:** Underfill classification
- **Education:** Credit for highest advanced degree received
- **Relevant Prior Experience:** Include any experience relevant to the underfill assignment
- **Completed Date:** Date calculation is conducted

Step 3: Compare the EPA result to the employee's base pay plus 2.5% to determine the underfill differential that provides the greatest benefit to the employee:

- **Scenario A:** If the outcome of the assessment is less than or equal to the employee's current base pay plus 2.5%, then:
 - Place the employee on the new classification's pay scale at the step that is equal to or just above their current base pay plus 2.5%.
 - The underfill differential is the dollar amount equaling the difference between their current base pay and the pay at the new step.
- **Scenario B:** If the outcome of the assessment results in a salary rate that is greater than the employee's current base pay plus 2.5%, the underfill differential will be the dollar amount equaling the difference between the employee's base salary and the salary of the step placement determined by the assessment.

III. Next Steps

- If an adjustment is needed to an existing underfill assignment, input the compensation adjustment on the effective date of the change – changes ***cannot be effective prior to the date of the change.***
- Upload EPA calculators to the employees' Workday account.

Questions?

For additional support, please contact:

- **Policy Team** – chro.policy@das.oregon.gov
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