

# Desk Guide: Completing Equal Pay Assessments (EPA) for Temporary Work-Out-of-Class (WOC) Assignments

## I. Overview

EPAs are now considered when determining temporary WOC differentials.

### Effective Date:

- **11/21/2025** for employees covered by CHRO Pay Practices Policy<sup>1</sup>
- **Date of ratification of collective bargaining agreement (CBA)** for represented employees\*

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

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

## II. Determining the WOC Differential

**Step 1:** Calculate 5% increase of the employee's current base pay

- Example: If the employee earns \$4,000/month, 5% = \$200; employee's base pay + 5% = \$4,200/month

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

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

### Calculator Process:

- **Calculation Type:** Review in current position
- **Calculation Date:** Effective date of change
- **Current Job Profile:** WOC assignment
- **Classification Hire Date:** Start date of WOC
- **Education:** Credit for highest advanced degree received
- **Relevant Prior Experience:** Include any experience relevant to the WOC assignment, including the 'base' position, if relevant

<sup>1</sup> See Addendum D – Pay Differentials policy 20.005.11

- **Completed Date:** Date calculation is conducted

➤ **For new temporary WOC Assignments** starting **on or after** the effective date of change, complete EPA to determine differential at the start of the assignment.

**Calculator Process:**

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

**Step 3:** Compare the EPA result to the employee's base pay plus 5% to determine the WOC differential that provides the greatest benefit to the employee:

- **Scenario A:** If the outcome of the assessment results in a salary rate that is less than or equal to the employee's base pay plus 5%, a 5% WOC differential will be applied to the employee's base rate of pay.
- **Scenario B:** If the outcome of the assessment results in a salary rate that is greater than the employee's base pay plus 5%, the WOC differential will be the dollar amount equaling the difference between the employee's base salary and the outcome of the internal assessment.

### III. Next Steps

- If an adjustment is needed to an existing temporary WOC differential, 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](mailto:chro.policy@das.oregon.gov)
- **Labor Relations Team** – [lru@das.oregon.gov](mailto:lru@das.oregon.gov)
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