
PAY
equity
PROJECT

**Survey Communications
Toolkit for Agencies**

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Background

Wide gaps in the earning power between men and women, as well as those between non-minority and minority populations, are well-documented in the workforce at large. As an employer, Oregon state government's historic compensation policies and practices mitigated most of these differences, however, current available data is insufficient to substantially analyze, address and close the gaps.

On June 1, 2017, Governor Brown signed House Bill 2005, also known as the Pay Equity Bill, expanding pay equity protections to all Oregonians and requiring employers to correct existing pay inequities between employees who perform comparable work.

Project Overview

In July 2017, The Department of Administrative Services, Chief Human Resources Office and the Governor's Office sponsored and chartered the Pay Equity Project to revise current statewide policies, contracts and practices that impact state employee compensation and salary negotiations with applicants seeking state employment. Long-term, Oregon state government will implement a statewide human resource information system, Workday, providing data-analysis and reports that will be easily accessible to hiring managers and human resource partners.

Statewide Survey and Equal Pay Analysis

To fully implement the 2017 pay equity legislation (HB 2005), Oregon state government is conducting a statewide equal pay analysis to assess and correct disparities among employees who perform "work of a comparable character." In essence, the project will analyze employees who do similar work and possess similar qualifications to determine if they are being similarly paid. To conduct the analysis, the project needs to collect data that falls into two "buckets": 1) employee data related to the statutorily-defined factors, and 2) job content data related to the employee's current position. While some employee data is accessible via existing systems, the project team does not currently have access to data related to the education, training and experience factors.

To collect this data, an employee survey will be launched in January 2018 to gather this information and possibly also job content data related to the employees' current position. This survey is necessary to update employee profiles, which will later be uploaded into the new human resource information system, Workday. Without this information, the project will not be able to ensure that employees being appropriately paid.

Survey Implementation and Communications Timeline

Date	Audience	Message	Vehicle
December			
12/13/17	Agency Head & HR Dir.	Notification of survey, implementation and communications timelines	Email
12/13/17	Managers	Notification of the survey, expectations and early access	Email (HR Directors FWD)
12/14/17	Employees	Notification of the survey, dates open and expectations	Email (all exec list and Agency Head FWD)
12/21/17	HR Dir.	Project Request for Resources	Email
January			
1/4/18	Employees	Notification of the survey and how to prepare	Email (all exec list and Agency Head FWD)
1/8/18	HR & Mgrs (or all emp)	Walk through how to access the survey	Webinar
1/8/18	HR & Mgrs	Survey is open, here is the link and how to access	Email (HR Directors FWD)
----- 1/17/18 Survey Opens -----			
1/17/18	Employees	Survey is open, here is the link, how to access and if need assistance	Email (all exec list and Agency Head FWD)
1/31/18	Agency Leadership	Response report by agency of employees not yet completed survey	Email
February			
2/7/18	Agency Leadership	Response report by agency of employees not yet completed survey	Email
2/7/18	Employees	Mid-survey reminder	Email (all exec list and Agency Head FWD)
2/21/18	Agency Leadership	Response report by agency of employees not yet completed survey	Email
2/21/18	Employees	One week left reminder	Email (all exec list and Agency Head FWD)
----- 2/28/18 Survey Closes -----			
March			
3/15/18	Employees	Thank you and next steps	Email (all exec list and Agency Head FWD)

How to Use this Toolkit

This toolkit includes templates, resources and suggestions for use by agency leadership, human resources and communications staff to inform their employees about the survey. None of these tools are mandatory but serve as a resource to be used and edited at the agency's discretion.

Note: Templates, timelines and tools may change due to shifts in the project schedule

Additional Project Support

Pop-ups

Agency HR shops are partnering to provide survey "pop-ups" in Salem and Portland. Open to all state employees, these survey pop-ups will be held in state buildings with computer labs and staffed by HR professionals from multiple agencies. Employees can ask questions and receive assistance from staff on-site or just have the ability to use the computer if they do not have an assigned work station or primarily work in the field. Staff can guide employees in finding their data on NeoGov or iLearn. Dates, times and locations of the pop-ups can be found [here](#).

Partnership with WorkSource Oregon Centers

We have partnered with the Employment Department to provide state employees who do not primarily have access to the internet during work hours to be able to visit their closest WorkSource Oregon center (locations across Oregon) and use the computers there to complete their survey. NOTE: assistance in answering survey questions will not be available at WorkSource Oregon centers. Employees will receive help in accessing a computer and the internet, but not with the survey itself. WorkSource Oregon center locations can be found here <http://www.worksourceoregon.org/job-seekers/worksourcecenters-2>.

Project "Hotline" and Email:

Prior to and during the survey, the project team will be staffing a central email account and phone line. If employees need technical assistance in accessing the survey or require additional accommodations beyond what agencies can provide, you can contact the project at chro.payequity@oregon.gov or 503-779-6905.

Contact Us

Name	Email	Phone
Mark Rasmussen, Business Lead	mark.rasmussen@oregon.gov	(971) 283-6814
Christal Lee, Project Manager	christal.lee@oregon.gov	(503) 798-1380
Pay Equity Project Survey Support	chro.payequity@oregon.gov	(503) 799-6905

Overview of Toolkit Contents

Visit <http://payequity.oregon.gov/toolkit> for MS Word versions of the templates.

	#	Name	Description
Templates	1	Agency Director Message	Drafted to be sent on 1/17/18, this template includes details on why employees are being asked to take the survey, when the survey is open and how to access the survey online.
	2	Newsletter Article	For use in agency internal newsletters
	3	Intranet Blurb with Weblink	Agencies that have an employee intranet can post this language and the link
	4	Flyer Promoting Survey	<i>Coming Soon!</i> Post in common areas or on bulletin boards and contains information on where to access the survey
	5	Flyer Promoting Survey Pop-ups	<i>Coming Soon!</i> Agencies with employees in the Salem and Portland areas can use this flyer to promote Pop-ups – where all state employees can go to access a computer and have HR staff assist in completing the survey
	6	Flyer Promoting Locations for Computer Access	Agencies with employees without computer access can use this flyer to promote where state employees can go to access a computer.
	7	Blank Flyer Templates	Full and half sheet flyer templates available for agency use
Multi-Media	1	Pay Equity Project Logo	For use by agency leadership and communications teams
	2	“Faces of Pay Equity” Video	<i>Coming soon!</i> Available on the project webpage, can be used by agency leadership and communications teams to provide overview of the survey
	3	“Cube Talk” Video	<i>Coming Soon!</i> Available on the project webpage, can be used by agency leadership and communications to provide context on the pay equity project and why employees should take the survey
Information and Resources	1	Project One-Pager	Provides brief background and overview of the Pay Equity Project
	2	Fact Sheet	For use by agency leadership and communications teams
	3	Talking Points	For use by agency leadership and communications teams
	4	Survey Pop-ups	Overview of survey pop-ups, a collaborative effort between the project team and agency HR shops.
	5	Suggestions for reducing Barriers to the Survey	Steps that agencies can take to help their employees access and complete the survey
	6	Survey “Pop-Ups”	Overview of statewide survey “pop-ups” and tentative schedule
	7	Frequently Asked Questions	Visit http://payequity.oregon.gov/ for our online FAQ
	8	Survey Guide for Employees	<i>Coming Soon!</i>
	9	Guide for Assisting Employees	<i>Coming Soon!</i>

Agency Director Message Template

Word Template available [here](#)

(Drafted as if to be sent the day the survey opens)

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 employees to collect the details of each person's education, experience and training. This survey is necessary to update employee profiles and ensure that every employee is being appropriately paid.

Data collected from the survey will be used to compare pay rates between employees with similar jobs and identify those who are earning less than their peers, even though they have similar qualifications. This analysis will be completed by late summer 2018. If it is determined your current pay 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>

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. **We will be receiving reports throughout the survey period of who has not yet completed it and we will be following up with individuals.**

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 for doing your part in making Oregon's compensation equitable for you and your co-workers.

Signatory

Newsletter Article Template

Word Template available [here](#)

(drafted to be shared prior to survey opening)

Pay Equity: The right thing to do for state employees

In response to changes in state law, the Chief Human Resources Office will be conducting a mandatory survey of state employees – which aims to identify and address pay inequities (*[read more](#)*).

House Bill 2005 was passed during the 2017 legislative session to correct any existing pay inequities for Oregon employees (both private and public sectors). Instead of using a candidate's salary history to determine the starting salary for new hires, employers are now required to use only the individual's education, training, job-related experience, seniority, merit, location or travel. The state no longer considers a new employee's salary history when making a job offer.

This January, the Chief Human Resources Office will conduct a mandatory survey of state employees to learn the details of each person's education, experience and training. Data collected from the survey will be used to compare pay rates between employees with similar jobs and identify those who are earning less than their peers, even though they have similar qualifications. This analysis of state employees will be completed by late summer of 2018. If it is determined that your current pay is too low, it will be adjusted upward as of January 1, 2019. No employee's pay will be reduced as a result of this analysis.

This survey is necessary to update your employee profile and will also be utilized to populate the new HRIS system, "Workday," and available to you if you choose to apply for a different position within state government.

By participating in the survey, you are helping to ensure that state employees are equitably paid based on their qualifications and experience. If you do not complete the survey, we cannot accurately assess your education, training or experience and cannot ensure you are being paid appropriately.

Share with us your job-related experience, training, education, and certifications. Again, nobody's pay will be reduced; the purpose is to identify and address those employees who are being paid less when compared to their peers who are doing similar work with similar qualifications.

The survey will be available beginning in January – don't miss out!

Looking for more information? Check out the project webpage <http://payequity.oregon.gov>

Intranet Blurb w/survey weblink Template

Word Template available [here](#)

(drafted to be posted after survey is open on January 17, 2018)

Oregon State Government Needs Your Help to Meet Pay Equity Law

In response to a revision of state law, the state Chief Human Resources Office will conduct a survey of state employees to identify and address pay inequities within our workforce. ([read more](#))

When you were hired by the State of Oregon, your starting pay was determined by a number of factors, which may have included your previous salary. However, research shows when salary offers to new hires are based on previous salaries, existing pay inequities may be perpetuated and amplified across a career.

House Bill 2005 was passed during the 2017 legislative session to correct any existing pay inequities for Oregon employees. Rather than using an employee's salary history to determine the starting salary, employers are now required to use more objective, qualification-based criteria instead. Education, experience and training are three of the eight criteria that may be used when determining employee pay.

In order to learn the details of each current employee's education, experience and training, the Chief Human Resources Office is conducting a mandatory survey of state employees. Data collected from the survey will be used to compare pay rates between employees with similar jobs and identify those who are earning less than their peers, even though they have similar qualifications. This analysis of all state employees will be completed by late summer of 2018. If it is determined your current pay is too low, it may be adjusted upward, however, no one's pay will be reduced.

Completing the survey will allow ensure that you are being appropriately paid for your work based upon your qualifcaitons. Share with us your job-related experience, training, education, and time spent working out of class. The survey must be completed during work hours, and may take between 30 and 60 minutes. Please work with your manager to arrange time to take the survey, if necessary.

You can find the survey at this link:

<http://www.oregon.gov/das/hr/pages/equitysurvey-enter.aspx>

The survey closes at 5pm on Wednesday, February 28, 2018.


If you need assistance with the survey or have questions, please contact **your HR Business Partner or HR department at (email) or (phone).**

You can also contact the Pay Equity Project at chro.payequity@oregon.gov or 503-779-6905. For more information about the Pay Equity Project, visit their webpage at <http://payequity.oregon.gov>

Thank you in advance for doing your part in making Oregon's pay practices equitable for state workers.

Flyer Promoting Survey Template

Word template available [here](#)



**Why should you
take that
survey?**

**EQUAL PAY FOR EQUAL WORK...
THAT'S WHY YOU NEED TO TAKE THAT SURVEY!**

In response to a revision of state law, the Pay Equity Project is conducting a mandatory survey of all state employees to help identify and address pay inequities within our workforce.

**To complete your survey,
go to <http://payequity.oregon.gov>**

While taking the survey, be sure to include all of your relevant experience, education, training and certifications. If it is determined your current compensation is too low, it may be adjusted upward, however no one's pay will be reduced. The survey closes on Wednesday, February 28, so don't miss it!

Thank you for doing your part in making
Oregon's compensation equitable for
you and your co-workers.

Visit <http://payequity.oregon.gov> for more information on the Pay Equity Project.

Flyer Promoting Survey Pop-ups Template

NOTE: Project is still finalizing locations and dates for pop-ups! Check [here](#) for updates.

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**Need help taking
the survey?**

WORK NEAR SALEM OR PORTLAND?
NEED ASSISTANCE WITH TAKING YOUR PAY EQUITY SURVEY?

COME TO A SURVEY POP-UP!

Pop-ups are held in computer labs at the agency buildings listed below and staffed by Human Resource Professionals to provide you access to the online survey and answering questions.

No appointment necessary but be sure to let your manager you plan to drop-in during your work day.

Bring any materials that might help, such as your iLearn transcript, resume, job history, or job application. If you do not have those materials in print form, you can access iLearn or the Oregon Jobs webpage at the pop-up, as long as you have your login information.

DATE	LOCATION	HOURS
January 25 (Thursday)	ODOT, 355 Capitol St. NE, Salem (Basement level, Room B04/B05. Check in with building reception first)	8:30AM to 4:30PM
January 30 (Tuesday)	DCBS, L&I Bldg, 350 Winter St. NE, Salem (Basement level, Room #24)	8:30AM to 4:30PM
February 7 (Wednesday)	DAS East, 1225 Ferry St. SE, Salem (Basement level, Computer lab Check in with building reception first)	8:30AM to 4:30PM
February 15 (Thursday)	Portland State Office Bldg, 800 NE Oregon, Portland (Computer lab)	8:30AM to 4:30PM
Feb 22 (Thursday)	DHS Training Center, 3414 Cherry Ave, Salem (Room(s) Badger Creek and Quartz Creek)	8:30AM to 4:30PM

Flyer Promoting Locations for Computer Access Template

Word template available [here](#)

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**Where to take
the survey**

WORK IN THE FIELD OR FAR FROM YOUR MAIN OFFICE? DON'T HAVE READY ACCESS TO THE INTERNET TO TAKE YOUR PAY EQUITY SURVEY?

VISIT YOUR LOCAL WORKSOURCE OREGON CENTER!

The Pay Equity Project has [partnered](#) with the Oregon Employment Department to provide access to Oregon state employees taking their Pay Equity Survey via their network of [WorkSource Oregon](#) centers.

No appointment necessary but be sure to let your manager know you plan to drop-in. Visit the [WorkSource](#) Oregon center in the nearest city below. For specific address and business hours, visit worksourceoregon.org or call 503-779-6905.

Albany	Eugene	Medford	Prineville
Astoria	Florence	Newport	Redmond
Baker City	Grants Pass	Ontario	Roseburg
Bend	Hermiston	Oregon City	Salem
Brookings/Harbor	Klamath Falls	Pendleton	Springfield
Burns	La Grande	Portland Metro - Beaverton/Hillsboro	St. Helens
Canyon City	Lebanon	Portland Metro - Gresham	The Dalles
Coos Bay	Lincoln City	Portland Metro - N/NE	Tillamook
Corvallis	Madras	Portland Metro - SE	Woodburn
Dallas	McMinnville	Portland Metro - Tualatin	

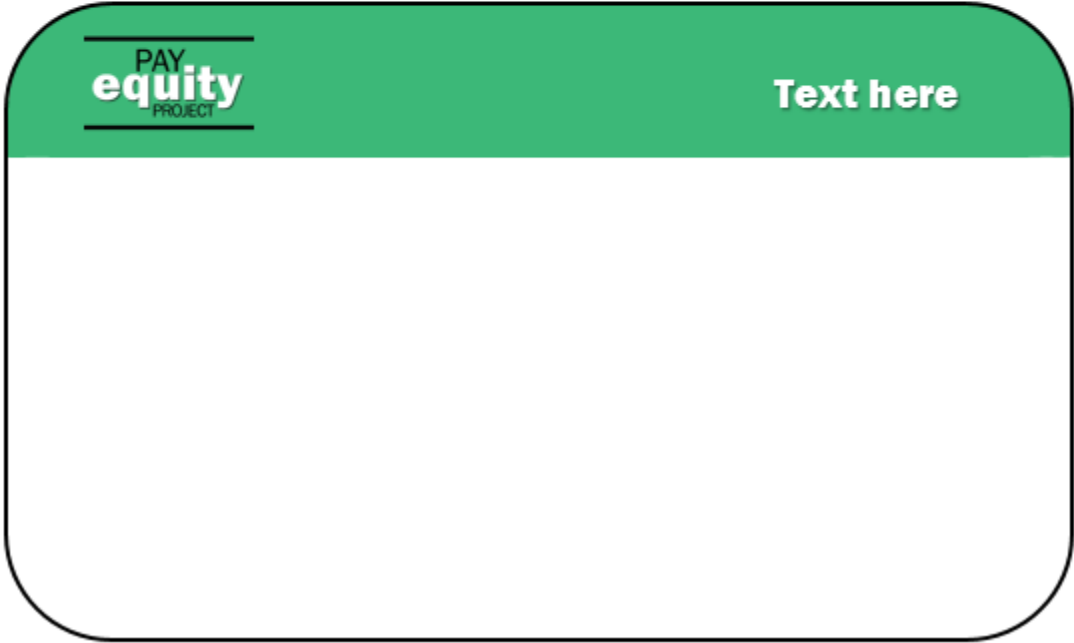
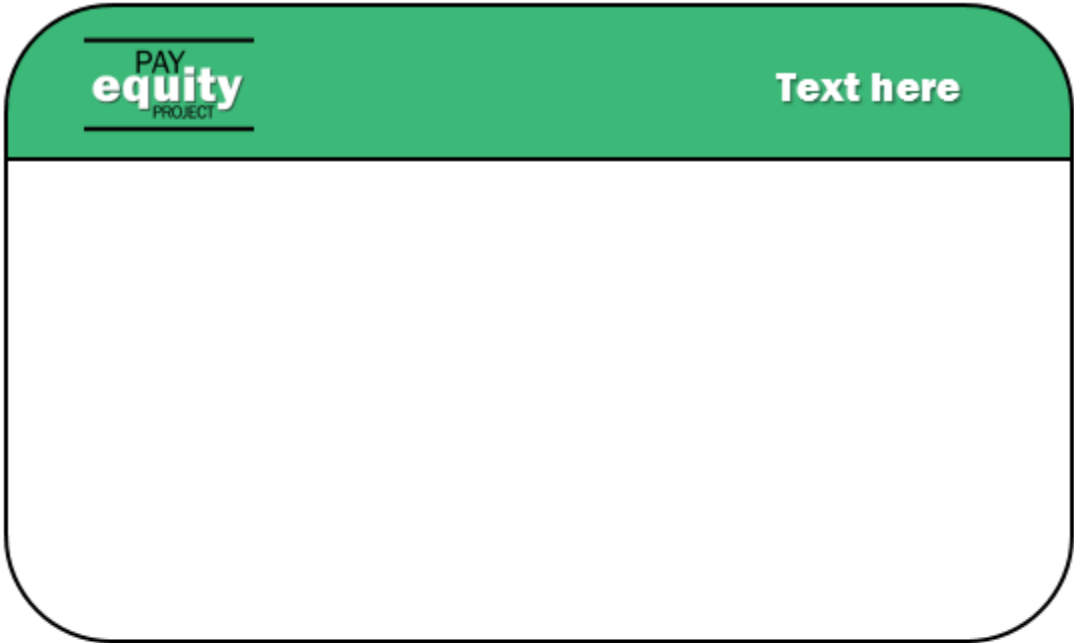
NOTE: Besides technical help to access a computer, there will not be on-site survey assistance at any [WorkSource Oregon](#) center.

Bring any materials that might help, such as your iLearn transcript, resume, job history, or job application. If you do not have those materials in print form, you can access iLearn or the Oregon Jobs webpage at the [WorkSource](#) Oregon center, as long as you have your login information.

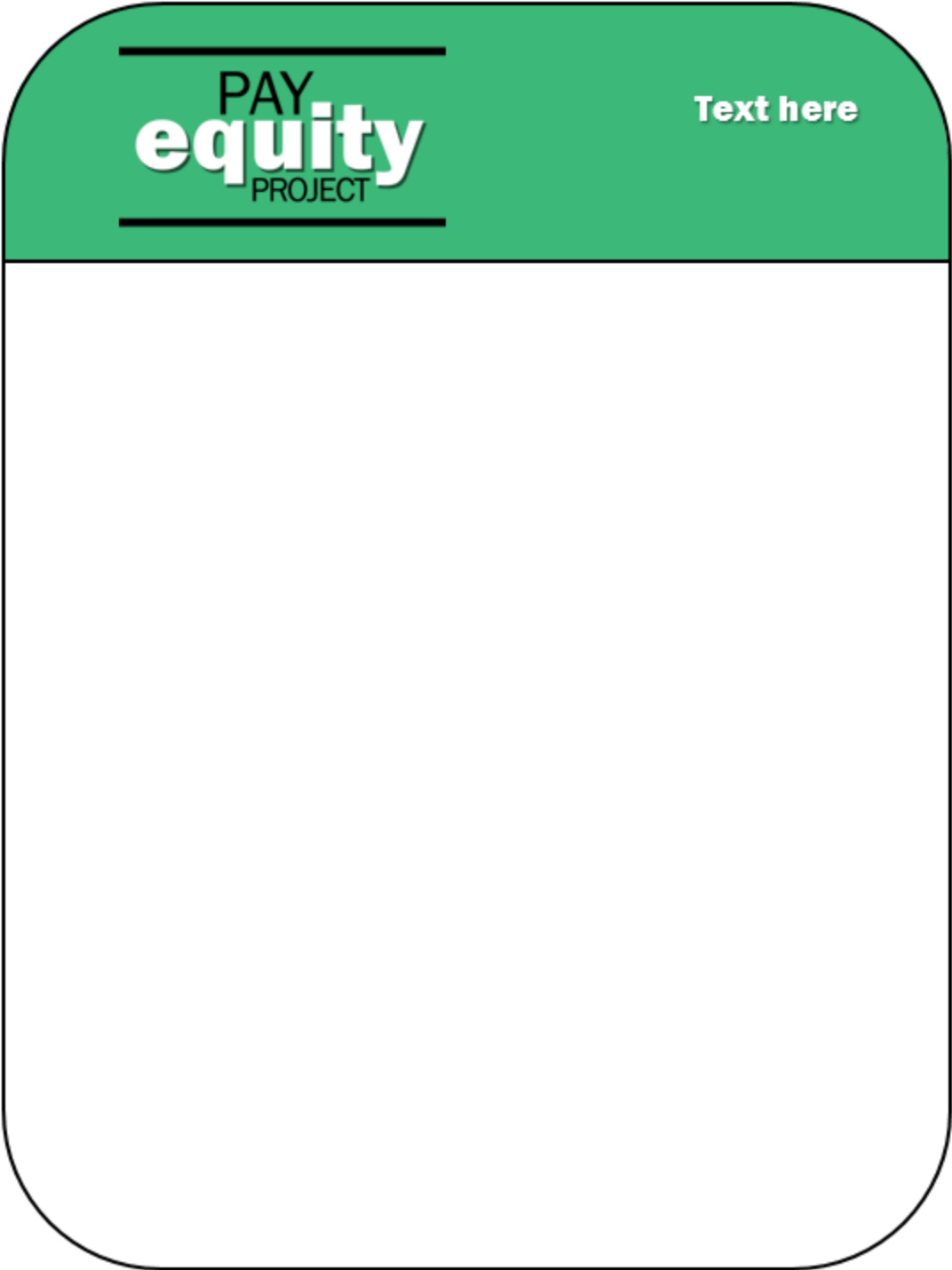
 WORKSOURCE OREGON

Blank Flyer Templates

Available in word format [here](#)



Available in Word format [here](#)



Pay Equity Project Logo

.jpg file available [here](#)

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Project One-Pager

PDF version available [here](#)



An Opportunity

Wide gaps in the earning power between men and women, as well as those between non-minority and minority populations, are well-documented in the workforce at large. As an employer, Oregon state government's historic compensation policies and practices mitigated most of these differences, however, current available data is insufficient to substantially analyze, address and close the gaps.

On June 1, 2017, Governor Brown signed House Bill 2005, also known as the Pay Equity Bill, expanding pay equity protections to all Oregonians and requiring employers to correct existing pay inequities between employees who perform comparable work.

The Solution

This project will develop tools, policies, procedures, and processes that align state compensation structures and systems with the new legislation and educate managers and human resource partners on how to make equitable compensation decisions. Long-term, Oregon state government will implement a statewide human resource information system, Workday, providing data-analysis and reports easily accessible to hiring managers and human resource partners.

The Work

The Department of Administrative Services, Chief Human Resources Office chartered a project team to revise current statewide policies, contracts and practices that impact state employee compensation and salary negotiations with applicants seeking state employment. The project team will train and educate HR business partners and hiring managers on the new processes and policies. The project includes an equal pay analysis of the current workforce to determine where inequities exist and recommend corrective actions to state leadership. With the adoption of Workday, the new human resource information system, on-going equal pay analyses and data-informed strategies to close wage gaps can be more easily conducted and executed.

The Outcomes

- Compensation is solely determined by factors an employee or applicant controls, such as merit, education, skills and experience
- Oregon state government employees are compensated equitably for performing comparable work
- No employee's race, color, religion, sex, sexual orientation, national origin, marital status, veteran's status, disability or age shall influence an employee's compensation

Contact: cho.payequity@oregon.gov

Website: <http://payequity.oregon.gov>

Fact Sheet

Why: In 2016, women in Oregon earned an average of 87.5% of their male counterparts¹. This issue is perpetuated when employees change jobs and receive starting salaries based on their previous salaries. If inequity already existed, it would continue to exist given these employment practices.

To remedy this problem, House Bill 2005 (2017) was signed into law this year and has two primary requirements for Oregon employers:

- Effective October 1, 2017, Oregon employers (both public and private) can no longer ask for or receive a candidate's salary history prior to making a job and salary offer.
- Effective January 1, 2019, Oregon employers (both public and private) must correct any existing pay inequities among their current employees. In other words, employees who perform similar work and have similar education, experience, seniority, merit, productivity, training or travel requirements should receive similar pay. If this is not the case, the law says it must be fixed.

In order to analyze and correct any existing pay inequities for state workers, the DAS Chief Human Resources Office will be conducting a mandatory survey of executive branch employees in early 2018. This survey will gather information on employees' job-related education, experience, training and certifications. Responses of employees with similar jobs will then be analyzed and compared with one another to ensure that each is being paid based on the skills they bring to the job and that their pay is appropriate when compared to that of their peers in similar positions. This may result in some employees receiving a salary increase, but it is important to note that nobody will have their salary lowered.

Who: All executive branch employees (approximately 35,000) who are subject to ORS Ch. 240 and are full-time, part-time, intermittent or job share. Position type includes: Permanent, Limited Duration, Seasonal and Temporary. Contractors, such as Galt, are excluded.

What: Employees will be asked to provide data on their experience, education, training and certifications relevant to their current position. They may also be asked to provide additional information such as the purpose of their position and their three to five primary duties.

When: The survey opens on Wednesday, January 17, will remain open for six weeks, and will close on Wednesday, February 28.

Where: Employees will be required to take the survey during their normal work hours unless they receive authorization from their manager. For employees whose jobs do not include computer work and who do not have easy access to a computer, the Chief Human Resources Office will be arranging [pop-up](#) events in Portland and Salem with HR staff on hand to assist employees. In addition, employees who work in the more rural areas of Oregon will be allowed access to computers at the Employment Department's various [WorkSource Oregon centers](#).

Outcome: A participation rate of 90% or greater is necessary in order to effectively conduct the analysis. Employees whose pay requires adjustment will see that change effective Jan. 1, 2019.

1. www.bls.gov: Women's Earnings in Oregon – 2016

Pay Equity in the National Spotlight:

The Federal Equal Pay Act of 1963 prohibits pay discrimination based on gender for jobs that require equal skill, effort and responsibility and are performed under similar working conditions if all other factors (education, experience, training, etc.) are equal.

California's Governor signed the California Fair Pay Act on Oct. 6, 2015. This Act prohibits employers from paying some employees less than others due to their gender if they are performing substantially similar work. It also prevents employers from prohibiting employees from discussing their compensation with their co-workers. On Sept. 30, 2016, the Governor amended the Act by signing two additional bills into law which add race and ethnicity as protected categories, and prohibit employers from justifying sex, race or ethnicity based differences only due to prior salary.

Delaware's Governor signed a new law June 14, 2017, to prevent employers from requesting the salary history of job applicants.

Massachusetts' Governor signed the state's Equal Pay Act in 2016, and it becomes effective July 1, 2018. It prohibits wage discrimination on the basis of gender and prohibits employers from requiring an applicant's salary history as part of the application process. The Act also prevents employers from prohibiting employees from discussing their compensation with coworkers.

New York: New York state's Governor signed an executive order in early 2017 preventing state agencies from asking for job applicants' salary histories before making an offer of employment.

New York City's Mayor recently signed a pay equity law that prohibits private employers from asking about an applicant's salary history before an offer of employment and compensation has been made. This law took effective Oct. 31, 2017. The Mayor had previously instituted this practice for city agencies as well.

New Orleans' Mayor signed an Executive order on Jan. 25, 2017 prohibiting city agencies from requesting the salary history of applicants. This order took effect immediately.

Philadelphia's Wage History Ordinance was passed by the City Council in January of 2017 and prohibits employers from asking about an applicant's salary history. The Chamber of Commerce filed suit and argued that the Ordinance suppresses the free speech rights of employers. The court dismissed the suit after determining that the Chamber did not have standing to bring the suit on behalf of its members and the Chamber did not name even one member who would be hurt by the Ordinance. Now, however, the Pennsylvania Senate has passed a bill containing a clause prohibiting local ordinances on this subject.

Pittsburgh's Mayor signed legislation Jan. 30, 2017 preventing city agencies from requesting or requiring a job applicant's salary history. This law took effect immediately.

San Francisco enacted the "Parity in Pay" Ordinance on July 19, 2017, banning employers from requesting or considering salaries histories from job applicants. The Ordinance also prohibits employers from releasing the salary history of current or former employees to prospective San Francisco employers without written permission from the employee, unless otherwise required by law.

Oregon is listed by the American Association of University Women as being a state with some of the strongest equal pay protections in the nation. Other states included in this category are: California,

Delaware, Massachusetts, Maryland, Minnesota, and Vermont. Conversely, Alabama and Mississippi offer no equal pay protections, according to AAUW.

Information on this page obtained from www.aauw.org, www.dir.ca.gov, <https://ogletree.com>, and www.jacksonlewis.com, <https://news.delaware.gov>, <https://www.hrdive.com>, and hrdailyadvisor.blr.com.

Talking Points

Key Message: Like other Oregon employers, we are collecting and analyzing relevant data to highlight and remove barriers to pay equity; because responsibilities, qualifications and effectiveness should be the only predictors of a state employee’s earning power.

Supporting messages:

- The equal pay analysis looks at experience, seniority, merit, education, and training, while layering over demographic information to identify equity gaps.
- When the barriers to pay equity are identified, analysis will inform a set of recommendations to state leadership to eliminate barriers which may include: one-time adjustments, changes to hiring practices, and mechanisms to make pay equity adjustments on an as-needed basis.
- Done right, pay for state employees is based on factors such as their performance, experience, education and skills instead of race, gender or any other protected status.
- This law applies to all employers in the state of Oregon, not just Oregon state government.
- Nothing will change for employees who are found to be receiving appropriate pay. They will continue eligibility to receive merit pay increases (step increases) until they have reached the top step of their salary range.
- If an employee is not being adequately paid, a pay adjustment will go into effect Jan. 1, 2019. Adjustments in pay will not be retroactive.

Primary Messaging Framework

<p>The Vision: Why this change matters</p>	<p>Gaps in the earning power exist between men and women, as well as those between non-minority and minority populations. As an employer, Oregon state government’s historic compensation policies and practices mitigated most of these differences, however, current available data is insufficient to substantially analyze, address and close the remaining gaps.</p> <p>An equal pay analysis highlights where wage gaps are most pronounced within our workforce. Implementing corrective actions for individual employees and our compensation system minimizes wage gaps and promotes internal equity. Changing our hiring processes disrupts inequitable pay from the labor market and helps shrink existing gaps.</p>
<p>If you can only say one thing, say this</p>	<p>Like other Oregon employers, we are collecting and analyzing relevant data to highlight and remove barriers to pay equity; because responsibilities, qualifications and effectiveness should be the only predictors of a state employee’s earning power.</p>

Addressing Barriers to Access

The following are suggestions for agencies to reduce barriers employees may face when trying to complete the survey.

Addressing Barriers to Computer Access:

1. Establish one or two computer kiosks in each building your agency occupies and inform your employees these are available to them for the purpose of taking the survey.
2. Advertise and host “pop-up events” with laptops and staff to help employees complete their survey. The pop-up event allows employees to drop in if they have questions, need access to a computer or require assistance.
3. For employees working in remote locations who do not have ready access to a computer, they can make arrangements with their manager and travel to their nearest [WorkSource Oregon centers](#) and take the survey there.

Addressing Barriers to navigating the survey and answering the questions

4. Communicate with your management and leadership teams prior to the survey opening to all employees, encourage them to take the survey when it opens early for them (1/1/18)
5. A printable version of the survey (*coming soon!*) for employees who do not feel comfortable using a computer. HR staff can then enter their responses directly into the survey (*coming soon!*).
6. Make the employee’s Position Description available to them prior to or during the survey.
7. In the event of building closures due to inclement weather, you can consider authorizing staff, who qualify under an inclement weather Letter of Agreement, to work from home and prepare for and/or complete the survey.
8. Hold “office hours” in Human Resources where staff can answer questions or assist with accessing the survey.
9. The survey will be asking employees to share information about their duties and purpose of their position. HR and Managers can help prepare and support employees by sharing their Position Descriptions (PD) or having PDs prepared for quick access.
10. Post, print and make available [iLearn instructions](#) on how to access employee transcripts.
11. NeoGov instructions on how to [access an employee’s profile](#) and [view job applications](#) (if they applied for their job within the past 8 years using the online system)
12. Have copies the “Employee Survey Instructions” (*coming soon!*) printed for “pop-up events” and at computer kiosks.
13. Work with your IT department to “push” an icon onto kiosks that take employees directly to the survey webpage.

Overview of Survey Pop-ups

Overview: Open to all state employees, these survey pop-ups would be held in buildings with computers labs and staffed by HR folks from multiple agencies in shifts. Employees can ask questions and receive assistance from staff on-site or just have the ability to use the computer if they do not have an assigned work station or primarily work in the field. Staff can guide employees in finding their data on NeoGov or iLearn.

Staffing: Currently planning for two HR staff at all times during pop-up hours, in four hour shifts. If HR staff have the ability to work remotely, they can continue to do their work between visitors. So all in all, four HR staff per pop-up, each staffing a four hour shift (8:30-12:30 and 12:30-4:30). Recruiters could potentially be a good fit for staffing the pop-ups since they are accustomed to NeoGov and working with their customers on gathering similar information (job applicants on submitting their application and hiring managers in developing job announcements).

Assistance for Pop-Up Staff: Staff will have a guide created by the project team that walks through all the survey questions. They will also have a list of resources that they can access including a point of contact for each agency they can reach out to for employee questions related to agency-specific jobs or experience. For example, one resource for data on training and certifications would be an employee's iLearn transcript. In addition to the guide to accessing iLearn transcripts, we will also have the list of agency iLearn administrators to contact if they encounter issues. They can also contract the CHRO Pay Equity Project staff via the hotline at 503-779-6905.

Tentative Schedule: the project team is coordinating five pop-ups, one in Portland and four in Salem – one per week for almost the entire survey period. DHS, ODOT, OHA and DCBS have agreed to reserve their computer labs for the pop-ups. We are still confirming which dates they can reserve for our use.

Date	Location	Hours
Week of Jan 22 nd	To be scheduled	8:30AM to 4:30PM
Tuesday, January 30 th	DCBS, L&I Building	8:30AM to 4:30PM
Week of Feb 4 th	To be scheduled	8:30AM to 4:30PM
Thursday, February 15 th	Portland State Office Building	8:30AM to 4:30PM
Thursday, Feb 22 nd	DHS Cherry Avenue Training Center	8:30AM to 4:30PM

Survey Guide for Employees – *coming soon!*

Coming Soon!

Guide for those Assisting Employees – *coming soon!*

Coming Soon!