



# VCU Equity and Access Services

## Pay Transparency Overview for Employees

### Background

- Full name: Executive Order 13665 – Non-Retaliation for Disclosure of Compensation Information
- The executive order was created to help workers determine if they are receiving equitable compensation.
- VCU is required to comply with this executive order because VCU is a Federal Contractor.
  - VCU holds federal contracts in excess of \$10,000, including contracts for student financial aid and federally funded research.
- The executive order goes into effect January 11, 2016.

### Executive Order Summary

- Federal contractors are prohibited from discharging or discriminating against employees or applicants who inquire about, discuss, or disclose their own compensation or the compensation of another employee or applicant.
- Employees who have access to compensation information as a part of their essential job duties are NOT allowed to discuss this information with individuals who would otherwise not have access to this information.
- Contractors are NOT required to make any additional compensation disclosures.

#### Compensation Includes:

Salary  
 Wages  
 Overtime Pay  
 Shift differentials  
 Bonuses  
 Commissions  
 Vacation/Holiday Pay  
 Allowances  
 Insurance and Other Benefits  
 Stock Options and Awards  
 Profit Sharing  
 Retirement

#### When is Access to Compensation Information an Essential Job Function?

When access to the information is necessary to perform that function or other routinely assigned business tasks.

When the function/duties of a position includes protecting and maintaining the privacy of employee personal records, including compensation information.

### Additional Resources

- [Pay Transparency Policy Statement](#)
- [Pay Transparency Powerpoint for Employees with HR or Compensation Responsibilities](#)