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 went 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