



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 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:	When is Access to Compensation Information an Essential Job Function?
Salary Wages Overtime Pay Shift differentials Bonuses Commissions Vacation/Holiday Pay Allowances Insurance and Other Benefits Stock Options and Awards Profit Sharing Retirement	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](#)