

Date: February 21, 2023

To: Department Chairs, Deans, Directors and Department Business Officers & Staff

From: Dana Mastro, Associate Vice Chancellor for Academic Personnel
June Betancourt, Director, Academic Personnel

Re: Revised SB 1162 guidance for pay scales and salary information in academic employee recruitments

As our office [announced](#) on December 20, 2022, California state legislation SB 1162 took effect on **January 1, 2023** expanding on previously enacted AB 168 which, among other things, prohibited use of or inquiries into a job applicant's salary history. California Senate Bill 1162 requires employers to disclose pay scales on all job postings and provide pay scales to current employees upon request. Since the December notice, the Office of the President has alerted all campuses that the State of California has updated its guidance pertaining to SB 1162.

Specifically, FAQ #34 at https://www.dir.ca.gov/dlse/california_equal_pay_act.htm states:

34. Can employers link to the salary range in an electronic posting or include a QR code in a paper posting that will take an applicant to the salary information?

No. The pay scale shall be included within the posting.

Therefore, in contrast to earlier guidance, a link to a salary range or posted salary scale is insufficient to meet the requirement. Rather, we are required to include a "\$X-\$Y" pay scale in all job postings and advertisements. This advertised pay scale should represent the proposed or budgeted amount that the employer reasonably expects to pay for the position.

Revised guidelines regarding implementation, including language addressing both salary scales and off-scale salaries, are available on the Academic Personnel website on the [UC Recruit Resources Page](#), or directly [here](#).

We appreciate your cooperation and understanding as we navigate the changing regulations affecting our recruitment and hiring policies and practices. If you have questions about aligning department search plans with this requirement, please work with our office.

Department chairs should consult with their dean, especially if there are any questions about how to determine an appropriate salary level for a new job posting or a new recruit.

Questions may be directed to the academic personnel staff as follows:

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