



DIOCESE OF SACRAMENTO

10 Broadway • Sacramento, California 95818 • 916/733-0100 • Fax 916/733-0195

LAY PERSONNEL

January 9, 2023

To: Pastors, Parochial Administrators, Parish Stewards, Agency Directors, Office Managers, and School Principals

FR: Anna Schiele

RE: **Job Postings Pay Transparency Requirements per Senate Bill 1162**

As of January 1, 2023, California's new pay transparency law requiring pay scales in job openings went into effect. Although Senate Bill 1162 passed in September, we were awaiting direction from the California Labor Commissioner to interpret a few key elements of the law. Below are the requirements that will apply to all sites.

Required Pay Transparency in Job Posting:

California employers must include a position's **salary or hourly wage range** (not including bonuses or equity-based compensation) in any internal or external job posting. This requirement extends to job postings published by a third party at an employer's request.

Expansion of pay scale disclosures upon request:

Current employees who request the pay scale for the position in which they are currently employed, must be provided with the position's salary or hourly wage range. The employee should place the request in writing using the PT 656 Form. You will need to respond to the employee in a reasonable timely fashion. For your ease the PT 656 Form has been attached to this Memo.

Failure to comply with these requirements may subject the employer to a civil penalty up to \$10,000 per violation.

If you have any questions or concerns, please feel free to contact the Office of Lay Personnel at 916-733-0239.

REQUEST TO OBTAIN PAY SCALE

Employee Name: _____

Position: _____

Parish/School/Agency: _____

Supervisor: _____

Date: _____

Time: _____

I hereby request the pay scale for my current position and/or the opportunity to schedule a time to discuss the pay scale for my current position.

Note: If you would like to schedule a time to discuss the pay scale please provide the following options of dates and times that you would be available:

Employee Signature

CONFIRMATION OF PAY SCALE PROVIDED OR MEETING DATE

The request to obtain a copy of the pay scale for your current position your or to meet to discuss the pay scale for your current position was received on _____

A copy of the pay scale for your current position was provided to you on _____.

An appointment to discuss the pay scale for your current position has been scheduled for the following date and time:

Date: _____ Time: _____

Approved: _____ Title: _____

Site of approval: _____