

The Heller School for Social Policy and Management

Policy #: HS 9

Issue Date: August 9, 2018

Subject: Compliance with the Massachusetts Equal Pay Act

Purpose: To ensure compliance with certain requirements of the Massachusetts Equal Pay Act prohibiting asking job applicants about salary history.

I) Policies

- A.** The Massachusetts Equal Pay Act and Brandeis policy prohibit asking job applicants about compensation history, whether as part of the written application process or verbally in the course of interviews.

- B.** Once it has been decided to make an offer to an applicant, the discussions on compensation should be limited to an offer of the pre-approved compensation amount, counter requests by the applicant, and approved, revised offers by Brandeis, if any. Salary and/or wage history are not to be discussed or referenced, directly or indirectly by the Brandeis individual doing the hiring.

- C.** All managers including department heads, center/institute directors and academic program directors are responsible for compliance with this policy within their area of responsibility, including when the hiring process is delegated to a subordinate.