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.