# Equal Pay for Equal Work Act

## Posting Guidance as of April 30, 2021*

<table>
<thead>
<tr>
<th>Employment Group</th>
<th>Guidance</th>
</tr>
</thead>
</table>
| All Employment Groups – Vacant Positions | All new or vacant positions must be posted on CU Careers.  
Posting Details:  
- May post as “Open to CU employees only” in CU Careers  
- Must post for a minimum of 5 calendar days  
- Must run a defensible search process that includes interviews for those who meet all minimum qualifications and best meet preferred qualifications  
- This includes vacancies for part-time faculty including Lecturers, Adjunct faculty, etc. |
| All Employment Groups – Salary Range or Rate | Salary range or rate must be added to all postings  
- Jobs posted prior to January 1, 2020 that will remain active after February 1, 2021, must include a salary range  
- University staff/Classified staff: Central HR has added a range or rate to all active postings  
- Faculty: Schools or colleges have provided the rate or range to central HR |
| All Employment Groups – former employees or affiliates | Positions must be posted when re-hiring or transferring a current, or former, employee or affiliate:  
- Appointment Types 2 will discontinue  
- This includes former or transferring affiliates, student workers, student faculty or temporary positions (university staff temps, classified staff temps or research temps) |
| University Staff (Posting not required) | Posting not required when adding additional duties if:  
- Position is occupied  
- Current duties remain  
- Position number remains the same  
- Not backfilling a current position  
Follow procedures for submitting actions to central HR for review of level/salary |
| University Staff (Posting not required) | Posting is not required if new position is a career progression promotion:  
| | • From entry to intermediate or intermediate to senior professional |
| Faculty (Posting not required) | Posting is not required if the appointment is a Fellow/Trainee or Temporary position, such as  
| | • Postdoctoral Fellow  
| | • Instructor Fellow  
| | • Faculty Fellow  
| | • Visiting Faculty - maximum of 9 months including where the faculty appointment is expected to end within 9 months and where conversion to a regular appointment is not expected |
| Faculty (Posting not required if career progression promotion) | Posting is not required if new faculty appointment is a career progression promotion within the same series:  
| | • Instructor to Senior Instructor to Principal Instructor**  
| | • Assistant Professor to Associate Professor/Associate Professor to full Professor  
| | • PRA, to Senior PRA, Research Associate and Senior Research Associate |
| Faculty (Posting Required) | Positions must be posted if promotion from lower level position to professor series in any track (tenure track, research track, clinical teaching track, clinical track, etc.): ***  
| | Includes:  
| | • Postdoctoral Fellow to Assistant Professor  
| | • Instructor (all ranks) to Assistant Professor  
| | • Appointment in PRA series to Assistant Professor  
| | • Lower level rank to higher level rank or different series (Post Doc to Instructor; PRA series to Instructor)  
| | Posting details:  
| | o May post as “Open to CU employees only” in CU Careers  
| | o Must post for a minimum of 5 calendar days  
| | o Must run a defensible search process that includes interviews for those who meet all
| Faculty – Administrative Appointments must be posted | Positions must be posted for administrative faculty appointments including:  
- Department Chairs and Associate Chairs  
- Associate Deans and Assistant Deans  
- Director-Faculty, Center Directors, and Associate Director-Faculty  
- Division Heads |
|---|---|
| Interim or Acting Appointments | Cannot exceed six months.  
- If a search is in progress, is a failed search, or search takes longer than six months interim/acting appointment may last longer than six months |
| Part-Time Faculty (Lecturers, Adjunct) | Posting is not required if work is continuing  
- Continuous postings may be used |
| Appointment Type 1 – Allowed | If multiple (identical) vacancies are available and one position is posted to fill multiple vacancies  
Appointment types are allowed only if candidates went through a search process (posted on CU Careers) and were interviewed |
| Appointment Type 2 – Not Allowed | Not allowed for any vacant or new position  
This includes spousal hires or appointment types of former or current employees, affiliates, student workers, student faculty or temporary positions (university staff, classified staff or research temps) |
| Student Workers / Student Faculty | Postings for Student Workers and Student Faculty Positions are required. Notify students within school or college where postings will be available for all openings.  
Options include:  
* Post continuous posting on Handshake  
* Post continuous posting on School/College website  
Reminder: Cannot approve appointment types into any title for current student workers or student faculty. |
| Temporary Employment:  
University staff temps, classified temps, Research temps | Posting is not required if truly a temporary position, position will not be filled permanently in the future, and does not exceed 9 months. |
<table>
<thead>
<tr>
<th>Retirees – University Staff</th>
<th>Reminder: Appointment types into any title after temporary appointment will not be approved.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Posting is required for all staff working retirees if expected to exceed six months.</td>
</tr>
<tr>
<td></td>
<td>Reference: APS 5054 “Hiring Retirees to Work in Staff Positions”</td>
</tr>
<tr>
<td></td>
<td><a href="https://www.cu.edu/sites/default/files/5054.pdf">https://www.cu.edu/sites/default/files/5054.pdf</a></td>
</tr>
<tr>
<td></td>
<td>Posting Details:</td>
</tr>
<tr>
<td></td>
<td>o Must post for a minimum of 5 calendar days and run defensible search</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Retirees – Faculty</th>
<th>Positions must be posted as regular faculty position.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Faculty retirees do not currently fall under APS 5054 and must be hired as regular faculty</td>
</tr>
<tr>
<td></td>
<td>• Faculty Retirees should not be hired on “Scope of Work”</td>
</tr>
<tr>
<td></td>
<td>Posting details:</td>
</tr>
<tr>
<td></td>
<td>o Must post for a minimum of 5 calendar days</td>
</tr>
<tr>
<td></td>
<td>o Wording may be added to the preferred qualifications of the job ad indicating in that prior CU Experience is required</td>
</tr>
</tbody>
</table>

*This guidance is subject to change based on continued review with Legal Counsel/interpretation of guidance from the Colorado Department of Labor and Employment

** Principal Instructor title not used in the School of Medicine

*** There are additional decisions regarding defining career progression/in line promotions that will be made in the near future