



**To: Members of the California Pay Equity Task Force**

**From: CCSWG Policy Director**

**Date: August 16, 2016**

**Re: Proposed Process for Responding to Requests**

On March 8, 2016, the California Commission on the Status of Women and Girls (hereinafter referred to as “CCSWG”) authorized the creation of the California Pay Equity Task Force (hereinafter referred to as “Task Force”) to support meaningful and careful implementation of, and compliance with, Senate Bill 358, also known as the California Fair Pay Act. . On July 22, 2016, the Task Force convened its first meeting in Sacramento, California.

California is one of the first states in the country to convene a multi-stakeholder pay equity task force with diverse representation and perspectives. As the work of the Task Force continues, and public awareness of Task Force efforts increases, the Task Force may potentially receive requests for assistance with matters relating to pay inequity specifically and the gender pay gap more generally.

The following process for responding to requests is proposed:

- 1) Upon receiving a request for Task Force assistance with a gender pay equity and/or pay gap issue, or for Task Force attention to a particular issue, the Task Force member, or staff person receiving the request will provide the request to the CCSWG policy director, or a representative of the Task Force staff designated by the CCSWG policy director to handle such requests. The Task Force member or staff person will inform the requester of the official Task Force process for responding to requests.
- 2) The CCSWG policy director will review the request and provide it to the CCSWG executive director and the Task Force co-chairs for review.

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- 3) The CCSWG Executive Directors and Task Force co-chairs will review the request and make a determination as to whether or not it is within the purview and authority of the Task Force to take action. Routine requests regarding Task Force logistics and planning, media-related requests, and other non-pay equity related items are not subject to the review process and will be handled by Task Force staff according to the nature of the request.
  - 4) Upon review of the co-chairs, if it is determined the request is within the purview and authority of the Task Force to address, the co-chairs will direct the CCSWG policy director to agendaize consideration of the request as an action item to be taken up at a Task Force meeting.
  - 5) Upon review of the co-chairs, if it is determined the request is not within the purview or authority of the Task Force to address, the CCSWG policy director will inform the requester in writing of this decision.
  - 6) Requests subject to this process are those specifically related to pay equity and gender wage gap issues or items for consideration on which the requester desires action to be taken by the Task Force. Routine requests, such as for information regarding the time and place of Task Force meetings, or information on where to file an equal pay complaint, are not subject to this process.
  - 7) The purview of the Task Force aligns with the stated goals and mission of the Task Force as outlined in the *Action of the Commission Creating Task Force*, specifically as follows:

Mission

Ensure effective implementation of the strongest equal pay law in the nation by supporting meaningful compliance and active awareness through the facilitation of ongoing dialogue among diverse parties and interests.

Goals

Bring together diverse parties and interests from the workplace and employment sector to help ensure meaningful implementation of SB 358.

Convene state agency representatives, industry liaison groups, employers, advocates, legal experts, policymakers, social scientists,

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and employees to speak candidly as they receive and disseminate information through dialogue about pay in/equity and compliance with the new law.

Engage the private sector to develop solutions to compliance challenges. Currently, many companies are working with social scientists and diversity experts to identify solutions that ensure gender equity in pay and workplace policy. The Task Force can borrow from this practice by including social science and corporate diversity experts in discussions.

Understand employers' perceived barriers to compliance and identify what can be done to remove those barriers.

Identify and engage employers who are taking proactive steps to ensure they are not discriminating by gender in compensation; help them comply with the new law and support women's equality in the workplace.

Outreach to and inform employees about equal pay protections and their rights under the new law.

Produce a substantive guide that will facilitate employer and employee understanding of the law and the importance of gender equity in the workplace and compensation.

Provide ongoing written guidance about the purpose of the law, complete with steps to help with compliance.