

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

**POLICY NO: 5.10.1**

**PAGE: 1 OF 1**

**SUBJECT: Equal Pay Act**

**DEPARTMENTS AFFECTED: ALL**

**APPROVED BY: Ldrship**

**ISSUE: 9/18/19**

**EFF. DATE: 9/19/19**

**PURPOSE:** To assure full compliance with State and Federal regulations, this amendment prohibits employers from asking applicants about their current or past salaries or benefits. Employers are also prohibited from seeking this information through an agent or from sources other than the applicant, such as the applicant's former employer.

**PROCEDURE:**

1. No questions or discussion will occur regarding a candidate's salary or benefits history.
2. Applicants will note their pay expectation on the Marklund employment application. Only recruiters are permitted to confirm a candidate's salary expectation during the phone screen. Depending on the position, only the recruiter may at this time disclose our salary range to the applicant. This is to confirm that we are able to meet the candidate's pay expectation before moving forward with our interview and selection process.
3. Offers will be made to candidates based on the candidate's experience, knowledge, skills and abilities within the Marklund salary ranges.
4. Salary information will not be provided in response to employment verification requests.