Prohibition on Salary History Inquiries

The University of San Francisco is required to comply with California Labor Code Section 432.3, which prohibits employers from asking job applicants about their salary histories due to the adoption of bill AB 168. This law also requires employers to provide the position's pay scale to applicants upon reasonable request. Read on to learn about what you can and cannot say to a USF job applicant.

Frequently Asked Questions

1. What can I ask a job applicant?

   - What are your salary requirements?
   - What do you expect to make in this position?

2. What should I avoid asking a job applicant?

   - Do not ask the applicant, "what is your current or last salary?"
   - Do not ask the applicant, "what is the basis for your salary expectations?" This could be perceived as indirectly soliciting salary history information.
   - Do not ask the applicant, "how much did you make at your previous company?"

3. What should I avoid asking a past employer of a job applicant?

   - Do not ask a past employer of a job applicant for their salary information when conducting reference checks.
4. How do I respond if a job applicant requests a pay range for a position?

   • The University is legally required to provide the salary range for a position if asked. If a job applicant makes this request, please refer them to Human Resources by contacting humanresources@usfca.edu.

5. If a job applicant voluntarily discloses their salary history without prompting, what should I say?

   • You could say, "thank you for sharing, although you are not required to tell us your past salary."

Questions

If you have any questions, please email Maggie Karaman, Human Resources' Employment Manager, at mgonzalez5@usfca.edu. You may access these FAQ and more on human resources' onboarding new employees web page.