

## Washington Salary Disclosure Requirements

Effective January 1, 2023, [Washington Senate Bill 5761](#) (SB 5761) amends the [Equal Pay and Opportunities Act](#) (the “Act”) to expand existing disclosure requirements of compensation and benefits information for external applicants for employment.

**Employers Impacted:** Washington employers with 15 or more employees nationally.

**Effective Date:** January 1, 2023.

**Suggested Actions:**

- Review procedures and documents for hiring, promotions or transfers, including internal and external job postings, to help ensure compliance.
  - External job postings should include a good faith minimum and maximum hourly or salary range as well as a description of all benefits or compensation to be offered within the role.
  - Prepare to disclose such information for all new positions posted on or after January 1, 2023, and for positions posted prior to that date but that are still open on that date.
  - For internal job postings, be prepared to provide additional specific salary range information upon request if you previously defaulted to providing the minimum wage or salary amount.
  - Related documents, such as but not limited to job descriptions, compensation matrixes, hiring standards and similar items, should be aligned to the salary ranges that are advertised or provided, where applicable.
- Train/inform managers, recruiting staff, third-party hiring services, if applicable, and all other individuals who participate in the pre-employment process on the requirements under the law.
- Work with legal counsel to document your effort to determine good faith salary ranges for the Washington roles, including remote positions for which a candidate who resides in Washington may apply.
- For remote positions, it is recommended that you review similar requirements in [Colorado](#) and [New York City](#) in the event you would like to take a consistent approach to satisfying the external job posting disclosure requirements. It is also recommended that you review salary data for current worksite employees to help identify if your defined salary ranges may lead to salary compression or pay inequities that could contribute to worksite employee dissatisfaction or unequal pay claims.

**Summary:**

Under SB 5761, employers will be required to disclose a wage scale or salary range, plus a description of all benefits and compensation offered for the role, within each external job posting including print, digital and those through a third party. For internal job postings, including transfer and promotion opportunities, salary range or wage scale information is still only required to be provided upon request.



For both internal and external job opportunities, and when the wage or salary for a role is not a fixed number, employers are no longer permitted to provide only the minimum wage or salary for the role. Rather, the range must have both a minimum and maximum value.

If you have any questions, log in to TriNet ([login.TriNet.com](https://login.TriNet.com)) and click Contact TriNet.\*

\*If you are unable to log in, go to TriNet ([login.TriNet.com](https://login.TriNet.com)) and select one of the following options: Forgot Password, Forgot ID, Unlock Account, Login Help.

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