



To: Members of the California Pay Equity Task Force

From: CCSWG Policy Director

Date: August 16, 2016

Re: Proposed Process for Collecting, Sharing, and Posting Informational Materials Relevant to the Task Force

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.

In furtherance of its stated goals, specifically—convening state agency representatives, industry liaison groups, employers, advocates, legal experts, policymakers, social scientists, and employees to speak candidly as they receive and disseminate information through dialogue about pay in/equity and compliance with the new law; producing a substantive guide that will facilitate employer and employee understanding of the law and the importance of gender equity in the workplace and compensation; and providing ongoing written guidance about the purpose of the law, complete with steps to help with compliance (refer to *Action of the Commission Creating Task Force* Goals two, seven and eight)—Task Force members and staff will be collecting relevant studies, reports, research, and other materials to inform Task Force discussions and subcommittee work, as well as to provide resources to the public.

The Task Force webpage is not an open source and not all documents will be posted. Task Force staff and/or co-chairs will evaluate documents based on usefulness and relevance, and when it is necessary for the staff and/or co-chairs to make determinations based on those two factors, the following process, should it be adopted, will be followed. Task Force staff and co-chairs

reserve the right to post only the materials that are deemed relevant or useful to Task Force purposes.

The following process for collecting, sharing, and posting relevant informational materials is proposed:

- 1) Task Force members and staff will provide studies, reports, research, and other materials to the CCSWG policy director or another Task Force staff representative as designated by the CCSWG policy director.
- 2) Task Force subcommittees can provide the studies, reports, research, and other materials to each assigned subcommittee staff member or directly to the CCSWG policy director, whichever they prefer.
- 3) Task Force subcommittee staff receiving studies, reports, research, and other materials shall provide these documents to the CCSWG policy director.
- 4) CCSWG policy director shall provide all studies, reports, research, and other materials to the CCSWG executive director and/or Task Force co-chairs for review.
- 5) CCSWG policy director shall create individual subpages under the “Resources and Information” tab on the California Pay Equity Task Force page of the CCSWG website. Each Task Force member and subcommittee will have a subpage designated for relevant studies, reports, research, and other materials identified, collected, and shared by members and/or subcommittees.
- 6) Each subpage shall contain the following disclaimer language: *“The materials provided on this website have been provided by individual Task Force members to provide access to resources that are available on the issues considered by the Task Force. The materials provided on this web site are for informational purposes only and not for the purpose of providing legal advice. You should contact your attorney to obtain advice with respect to any particular issue or problem. The materials do not represent the opinions or conclusions of the Task Force. The posting of these materials does not create requirements or mandates.”*
- 7) CCSWG policy director shall post relevant studies, reports, research, and other materials to the Task Force page and subpages of the CCSWG website. Pursuant to the requirements of the Bagley-Keene Opening Meeting Act, the CCSWG policy director

shall post all studies, reports, research, and other materials presented at Task Force meetings to the Task Force page of the CCSWG website.

- 8) When necessary, the CCSWG policy director shall confer with the Task Force co-chairs to review the studies, reports, research, and other materials for relevancy, prior to the documents being posted on the website.
- 9) Informational material provided by members of the public to the Task Force and/or its subcommittees, including members and staff, is subject to the provisions herein.