



Compensation Disclosure Form Template Instructions

Under the Equal Pay for Equal Work – Wage Range Transparency law that took effect on October 1, 2024 employers are required to disclose in job postings certain information about compensation and benefits offered for the position. The Maryland Department of Labor developed a form employers can utilize to fulfill the requirements of the law. **Use of the template is optional for employers.** Employers are free to include all required information in a narrative, or within their own job posting format (see examples in FAQs). However, a properly completed disclosure form using the template will satisfy the employer’s statutory obligations.

Employers choosing to use the template should follow the instructions and guidance below:

Employer Information

Input the employer’s name and contact information. If used by a recruiter or other agent for the employer, please check the appropriate box and provide the name and contact information for the recruiter or agent.

Date Posted

Provide the date when the posting is made.

Position Information

In the “Position Title” field, list the job title for the position you're hiring for. If applicable, include the job class or grade. Specify the location and work arrangement (e.g., full-time, part-time, seasonal) by placing an “X” next to the appropriate classification.

Wage/Salary Range

If the position is paid hourly, provide the minimum and maximum rates. These should be the regular, straight-time rates - not the overtime rate.

If the position is paid on a salary basis, provide the minimum and maximum annual salary. If the salary is paid on a basis other than annual, describe the arrangement under “Other Arrangement” in the next box, and provide the minimum and maximum.

If the position is paid on a basis other than hourly or salaried, or is a mix of several different types of compensation, use the “Other Arrangement” box to describe the compensation and identify the range.

In all cases, the range provided should reflect the figures that the employer has set, in good faith. As explained in the law, that can mean referring to any applicable pay scale or any previously determined minimum and maximum hourly rate/ salary for that position or for a comparable position, or to the budgeted amount for the position.

Please be mindful that an open-ended range (such as “\$20+ per hour based on experience”), or an extremely broad range (such as “minimum wage to \$100 per hour”) is unlikely to satisfy the requirements of the law.

If there is no range, and the pay is fixed (e.g., \$30 per hour) regardless of experience or other factors, list that fixed rate under both the minimum and the maximum.

Compensation Information

Place an “X” next to all other forms of compensation for which the position is eligible. If there is a different form of compensation provided for the position that is not listed, check the “Other” box and describe.

Listing of Benefits

Check any benefits for which the position is eligible, and provide a brief description where indicated. If a benefit that is not listed is offered, please use the “Other” boxes to identify it and briefly describe it.

Questions ?

For any questions about this form or its instructions, please contact the Wage and Labor Standards Enforcement Unit at workrights@maryland.gov, or (410) 767-2357 (8 a.m.-4:30 p.m.).