

The Pre-October Checklist

Starting **October 1, 2026**, every job posting in Connecticut — internal or external, no matter your size — must include the position's **wage or wage range** and a **general description of benefits**. (Public Act 26-12, signed May 2026.) Ten steps to ready, in order — most businesses finish in an afternoon.



By **Erin Glover, SHRM-SCP** — a Connecticut HR director with thirteen years in-house, now advising owner-run businesses across the state. This is the order I'd do it in.

- ☐ **1 Inventory every live posting** — job boards, your site, the window sign, and internal postings for promotions. Recruiter postings made for you count as yours.
Nearly every owner finds at least one posting they forgot was still up.
- ☐ **2 List every role you might post before year-end** — ranges built now are postings done later.
- ☐ **3 Build a wage range for each role** — anchored to what you actually pay plus one market source. "Good faith" means a range you'd really pay.
My rule: keep the spread within 50% of your bottom number. \$52,000–\$78,000 helps a candidate decide; \$100,000–\$200,000 tells them nothing.
- ☐ **4 Check your own house first** — is anyone currently paid below the bottom of the range you just built? Fix that before it's public. Your team reads your postings too.
- ☐ **5 Write your benefits summary** — health, retirement, PTO, sick leave, perks. A real summary; "competitive benefits" won't qualify.
Write it once, honestly, and reuse it everywhere — one summary, every posting.
- ☐ **6 Update your master posting template** — pay near the top, benefits attached, so nobody improvises later.
- ☐ **7 Fix everything currently live** — postings still up on October 1 must comply on October 1. Publication date doesn't grandfather them.
- ☐ **8 Brief whoever hires** — every posting uses the template; never ask salary history; never discourage pay discussions.
Three rules, one sticky note, wherever hiring happens.
- ☐ **9 File your records** — worksheets and summaries in one dated folder. That folder is your good-faith evidence.
- ☐ **10 Calendar an annual review** — CT's minimum wage adjusts every January; your ranges should get a yearly look too.

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