

NOTICE OF PAYDAYS

In accordance with 8-4-107, C.A.S., every employer shall post and keep posted conspicuously at the place of work, if practicable, or otherwise it can be seen as employees come or go to the place of work, or at the office or nearest agency for payment kept and the time and place of payment, in accordance with the provisions of section 8-4-103, and also any changes concerning them that may occur from time to time.

EMPLOYEES ARE PAID ON REGULAR PAYDAYS AS FOLLOWS:

There are resources available to you if you believe you are being subjected to improper classification or inaccurate payment practices by your employer. For more information, go to WorkRightColorado.org. Employees who are required to show how they were being paid wages, overtime, and properly covering you for unemployment insurance and workers' compensation purposes. As a worker, you have certain rights as an employee, an independent contractor.

If you become unemployed and wish to file for unemployment insurance benefits, you can receive benefits for up to 26 weeks. If you are laid off, you may be eligible for partial unemployment benefits.

EMPLOYERS ARE REQUIRED BY LAW TO POST THIS NOTICE

Colorado Employment Security Act, 8-4-107(2), Regulations Concerning Employment Security 7.23 Through 7.2.5. Employers can download copies of this poster at colorado.gov/compensationsystem, then click on Forms & Publications.



NOTICE

IF YOU ARE INJURED ON THE JOB, YOU HAVE RIGHTS UNDER THE COLORADO WORKERS' COMPENSATION ACT. YOUR EMPLOYER IS REQUIRED BY LAW TO HAVE WORKERS' COMPENSATION INSURANCE. THE COST OF THE INSURANCE IS PAID ENTIRELY BY YOUR EMPLOYER. IF YOUR EMPLOYER DOES NOT HAVE WORKERS' COMPENSATION INSURANCE, YOU STILL HAVE RIGHTS UNDER THE LAW. IT IS AGAINST THE LAW FOR YOUR EMPLOYER TO HAVE A POLICY CONTRARY TO THE REPORTING REQUIREMENTS SET FORTH IN THE COLORADO WORKERS' COMPENSATION ACT. YOUR EMPLOYER IS INSURED THROUGH:

(Please write or type your insurance carrier name and contact information here.)

IF YOU ARE INJURED ON THE JOB, NOTIFY YOUR EMPLOYER AS SOON AS YOU ARE ABLE, AND REPORT YOUR INJURY TO YOUR EMPLOYER IN WRITING WITHIN 10 DAYS AFTER THE INJURY. IF YOU DO NOT REPORT YOUR INJURY PROMPTLY, YOU MAY STILL PURSUE A CLAIM.

ADVISE YOUR EMPLOYER IF YOU NEED MEDICAL TREATMENT. IF YOU OBTAIN MEDICAL CARE, BE SURE TO REPORT TO YOUR EMPLOYER AND HEALTH-CARE PROVIDER HOW, WHEN, AND WHERE THE INJURY OCCURRED.

YOU MAY FILE A WORKER'S CLAIM FOR COMPENSATION WITH THE DIVISION OF WORKERS' COMPENSATION, TO OBTAIN FORMS OR INFORMATION REGARDING THE WORKERS' COMPENSATION SYSTEM, THE CUSTOMER SERVICE CONTACT INFORMATION FOR THE DIVISION OF WORKERS' COMPENSATION IS:

Division of Workers' Compensation
633 17th Street, Suite 400
Denver, CO 80202
303-318-8700
1-888-399-7936 (Toll-Free)
cdle.colorado.gov/dwc



NOTICE TO WORKERS

YOU HAVE THE RIGHT TO BE:

- Properly classified as an employee or an independent contractor
- Paid accurately and timely for the services you perform

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Colorado Workplace Public Health Rights Poster: PAID LEAVE, WHISTLEBLOWING, & PROTECTIVE EQUIPMENT

Updated July 14, 2023; may be updated periodically

- **THE HEALTHY FAMILIES & WORKPLACES ACT ("HFWA"):**
 - **Paid Leave Rights**
 - **General:** All Colorado employees, of any size, must provide paid leave.
 - All employees earn 1 hour of paid leave per 80 hours worked ("accrued leave"), up to 40 hours a year.
 - Employees are required to use their regular pay rate during leave, and the employer must continue their benefits.
 - Up to 40 hours of accrued unpaid leave carries over from year to year during the next year.
 - For details on specific situations (pregnant leave, non-work day, etc.), see WorkRightColorado.org.
 - Up to 40 hours of supplemental leave applies in a public health emergency (PHE), with 1 week after the PHE ends.
 - **Employees can take accrued leave for the following situations (health needs):**
 - (1) a mental or physical illness, injury, or injury related to a physical work, including diagnosis or preventive care;
 - (2) domestic abuse, sexual assault, or other violence; and
 - (3) caring for a family member experiencing a condition described in category (1) or (2).
 - **Additional leave:**
 - (4) pregnancy, miscarriage, stillbirth, or fetal loss; or
 - (5) caring for a family member experiencing a condition described in category (1) or (2).
 - **Due to inclement weather, power/water loss, or other unexpected occurrence, the employees needs to take leave to ensure their children or to care for a family member whose school or place of care was closed;**
 - **In a PHE, a public official closes the workplace, or the school or place of care of the employee's child.**
 - **Employer Duties (Notice, Documentation, Incremental Use, Overtime, and Paid Leave):**
 - **Written notice and posters:** Employers must provide notice to new employees at least 10 days before their start date, and provide updated notices to current employees, by each pay period.
 - **Notice for "reasonable" leave:** Employees may request "reasonable" leave. Employees may request "reasonable" leave. Employees may request "reasonable" leave. Employees may request "reasonable" leave.
 - **An employer can require documentation to show that accrued leave was for a qualifying reason if leave was used for four or more consecutive work days (i.e. days when an employee would have worked and received pay).**
 - **Documentation is not required to take accrued leave, but can be required as soon as an employee returns to work or separates from the workplace's service. No documentation can be required for PHE leave.**
 - **To document leave as an employee's (or an employee's family member's) health-related need, an employer may document:**
 - (1) a letter from a health care provider or a letter from a health or social services provider if services were received; a doctor's statement that is dated in reasonable time and without additional expense; or
 - (2) the employee's own writing.
 - **Documentation as to domestic abuse, sexual assault, or criminal harassment can be a document or writing (e.g., a court order, police report, restraining order, police report, etc.).**

PROTECTED HEALTH/SAFETY EXPRESSION & WHISTLEBLOWING ("PHEW"); Worker Rights to Express Workplace Health/Safety Concerns & Use Protective Equipment

- **PHEW covers just "employee" and "employer," but not independent contractors and "workers" (as used in independent contractors and "workers" in the Colorado Workers' Compensation Act ("WCMA").**
- **Worker Rights to Report Workplace Health/Safety Concerns:**
 - (1) An employee is prohibited from retaliation, if the employee:
 - Is unaware to retaliate against, or interfere with, the following acts:
 - (a) making reasonable concerns, including information, to the principal, other workers, the government or the public, about workplace health or safety concerns or health or safety issues, or a significant workplace health or safety threat;
 - (b) reporting or testifying, assisting, or supporting an investigation or proceeding about retaliation for, or interference with, the employee's conduct;
 - (c) a principal need not address a worker's PHEW-related concern, but still cannot fire or take other adverse action against the worker for reporting a concern, as long as the concern was reasonable and in good faith.

- **Worker Rights to Use Their Own Personal Protective Equipment ("PPE"):**
 - A worker must be allowed to voluntarily wear their own PPE (mask, faceguard, gloves, etc.) if the PPE:
 - (1) provides more protection than equipment provided by the employer;
 - (2) is recommended by a government health officer, state, or local, and
 - (3) does not make the worker available to the employer.

EMPLOYMENT DISCRIMINATION: C.R.S. § 24-34-401 et seq.

IT SHALL BE AN DISCRIMINATORY OR UNFAIR EMPLOYMENT PRACTICE TO REFUSE TO HIRE, TO DISCHARGE, TO PROMOTE OR DEMOTE, TO HARASS (during the course of employment), or TO ACT DISCRIMINATE IN MATTERS OF COMPENSATION, TERMS, CONDITIONS, OR PRIVILEGES OF EMPLOYMENT.

REASONABLE ACCOMMODATIONS FOR DISABILITIES:

An employee with a disability is entitled to a reasonable accommodation to perform the essential functions of the job. An accommodation is not reasonable if it provides undue hardship to the employer.

PREGNANT WORKERS FAIRNESS ACT — C.R.S. § 24-34-402.3

An employee with a health condition related to pregnancy or childbirth is entitled to recovery from childbirth in addition to a reasonable accommodation necessary to perform the essential functions of the job. An accommodation is not reasonable if it provides undue hardship to the employer's business.

FILE A COMPLAINT OF DISCRIMINATION, OR FOR MORE INFORMATION CONTACT THE COLORADO CIVIL RIGHTS DIVISION, 1560 BROADWAY, LOBBY LEVEL CENTER, SUITE # 110, DENVER, CO 80202

MAIN PHONE: 303-884-2927
TOLL-FREE: 800-422-6284
TOLL-FREE: 800-262-4845
VIDEO RELAY: 711; FAX: 303-884-7930
EMAIL: CDRC@STATE.CO.US

EMPLOYMENT DISCRIMINATION COMPLAINTS MUST BE FILED WITHIN 300 DAYS AFTER THE ALLEGED DISCRIMINATORY ACT OCCURRED.

Division Director, Audrey Davis, Esq.
cdcr.colorado.gov 7/2024

COLORADO WAGE & HOUR RIGHTS & RESPONSIBILITIES: The COMPS Order (Colorado Overtime & Minimum Pay Standards) Poster & Notice

Effective 1/1/2025
Use new version released by each December

- **Colorado Minimum Wage:** \$14.81 per hour in 2025, updated yearly (COMPS Rule 3)
- **Meal Periods:** 30 minutes uninterrupted & duty-free, in shifts over 5 hours (Rule 5.1)
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Work Hours	Up to 2	>2 up to 6	>6 up to 10	>10 up to 14	>14 up to 18	>18 up to 22	>22
Rest Periods:	0	1	2	3	4	5	6

Deductions, Credits, Charges, & Withheld Pay (Rule 6 & Colorado Wage Act)

- **Need to be off-site, but not include work, and should be in the middle of the 4 hours if**
- **Meal periods count as work time, including for employees in minimum wage and overtime.**
- **Extra pay is owed for rest period time not authorized or permitted, including for Agricultural Labor not paid hourly.**
- **Break times for some agricultural work.**

Exemptions from COMPS (Rule 2.2 lists all; highlights are below)

- Executive/supervisor/administrator or professional; \$56,485 (updated yearly) in salary (not hourly) pay
- Other high-level work; non-manual jobs paid 2/3 times the above salary; 15 owners who actively manage
- Some out-of-state, computer professionals, drivers, camp/visitor/deliver, or property managers
- Duties pay wages, including meal periods on deductions, still apply if exempt from COMPS
- **Employer Responsibilities (Rule 7)**
 - **Posting:** Must post this notice in English, Spanish, Chinese, and other languages.
 - **Display:** This poster/notice whenever easily seen for (or given to) employees; also include in any handbook/manual
 - **Language:** Available from the Division of this poster/notice for employees with limited English
 - **Not giving or understanding posters or notices may disallow employer credits, deductions, or exemptions**
 - **Retaliation:** or actions interfering with rights, may yield fines or other consequences
 - **Immigration status:** is irrelevant to these rights, and can't be used to interfere with rights

CONTACT US: DIVISION OF LABOR STANDARDS & STATISTICS
303-318-8441 / 888-399-7936 / cdle.laborstandards.state.co.us (English or Spanish)

Notice to Employers / Employees

FAMILY Program Notice

Deductions from Employee Wages start January 1, 2023:

- **Starting in 2023, employees may begin deducting up to 6.64% from employee wages for FAMI contributions.** This can be done through a simple payroll deduction, and employees will notice the deduction on their regular paychecks. Employees are responsible for collecting those deductions and sending them into the FAMI Division on behalf of their employees once a quarter.

Job protection and continued benefits

Employees may not interfere with employees' rights under FAMI, and may not discriminate or retaliate against them for exercising those rights.

Other Important Information

An employer may offer a private plan that provides the same benefits as the state FAMI plan, and imposes no additional costs or restrictions. Private plans must be approved by the FAMI Division.



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