

**COLORADO Department of Regulatory Agencies** Colorado Civil Rights Division

## Colorado Law Prohibits Discrimination in: EMPLOYMENT C.R.S. § 24-34-401 et seq.

## IT SHALL BE A DISCRIMINATORY OR UNFAIR EMPLOYMENT PRACTICE:

to REFUSE TO HIRE, to DISCHARGE, to PROMOTE or DEMOTE, to HARASS during the course of employment, or to discriminate IN MATTERS of COMPENSATION, TERMS, CONDITIONS, or PRIVILEGES of employment.

## **BECAUSE OF:**

DISABILITY, RACE, CREED, COLOR, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, GENDER EXPRESSION, RELIGION, AGE, NATIONAL ORIGIN or ANCESTRY, MARITAL STATUS, or, in certain circumstances, MARRIAGE TO A COWORKER.

## **REASONABLE ACCOMMODATIONS FOR DISABILITIES:**

An employee with a disability is entitled to a reasonable accommodation(s) which is necessary to perform the essential functions of the job. An accommodation is not reasonable if its provision would result in an undue hardship on the employer's business.

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

An employee with a health condition(s) related to pregnancy or physical recovery from childbirth is entitled to a reasonable accommodation(s) necessary to perform the essential functions of the job. An accommodation is not reasonable if its provision would result in an undue hardship on the employer's business.

## RETALIATION PROHIBITED - C.R.S. § 24-34-402(e)

It is a discriminatory act to retaliate against a person who opposes a discriminatory practice or who participates in a discrimination investigation, proceeding or hearing.

## SHARING WAGE INFORMATION PROTECTED - C.R.S. § 24-34-402(i)

An employer shall not discharge, discipline, discriminate against, coerce, intimidate, threaten, or interfere with an employee or person due to an inquiry, disclosure or discussion of wages. An employer shall not require an employee to waive the right to disclose wage information.

### CROWN Act of 2020:

Discrimination on the basis of one's race includes hair texture, hair type, hair length or a protective hairstyle commonly or historically associated with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros, and headwraps. eff. 6/3/24.

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

MAIN PHONE: 303-894-2997; HOTLINE ESPANOL: 720-432-4294; TOLL-FREE: 800-262-4845; V/TTD RELAY: 711; FAX: 303-894-7830; EMAIL: DORA\_CCRD@STATE.CO.US

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

Division Director, Aubrey Elenis, Esq.

ccrd.colorado.gov





COLORADO DEPARTMENT OF LABOR AND EMPLOYMENT DIVISION OF LABOR STANDARDS AND STATISTICS www.colorado.gov/cdle/labor

## **NOTICE OF PAYDAYS**

In accordance with 8-4-107, C.R.S.:

Every employer shall post and keep posted conspicuously at the place of work if practicable, or otherwise where it can be seen as employees come or go to their places of work, or at the office or nearest agency for payment kept by the employer a notice specifying the regular paydays 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.

Pay periods can be no greater duration than a calendar month or 30 days, whichever is longer. Paydays must occur no later than 10 days following the close of each pay period. 8-4-103, C.R.S.

### EMPLOYEES ARE PAID ON REGULAR PAYDAYS AS FOLLOWS:

Time: Daily for per diem staff; Fridays for contract staff

Place: Direct Deposit

This form is provided as a courtesy by the Colorado Division of Labor Standards and Statistics. Other Notice of Paydays Posters may be acceptable provided that they contain the elements and information required by 8-4-107, C.R.S.



**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

There are resources available to you if you believe you are being subject to improper classification or inaccurate payment practices by your employer. For more information, go to WorkRight.cdle.co.

Employers are required to follow the law when paying hourly wages, overtime, and properly covering you for unemployment insurance and workers' compensation purposes. As a worker, you have certain rights as an *employee vs. independent contractor*.

Improper classification (often called misclassification) of employees as independent contractors and other labor law violations create many problems, both for law-abiding businesses and for workers in Colorado.

If you believe you have been **improperly classified** as an independent contractor and are really performing duties that fit the criteria of an employee, visit **colorado.gov/cdle/TipForm**, or call us at 303-318-9100 and select Option 4. To be classified as an employee, you must meet the criteria in Colorado Revised Statute 8-70-115. You can read the law online and find out more at **coloradoui.gov/ProperClassification**.

As an *employee*, you are entitled to unemployment insurance benefits if you become unemployed through no fault of your own. Your employer contributes to unemployment insurance and cannot deduct this from your wages.

If you become unemployed and wish to file for unemployment insurance benefits, go to **coloradoui.gov** and click on File a Claim. If your hours of work and pay are reduced, you may be entitled to partial unemployment benefits.

If you cannot access a computer, call one of the following numbers: 303-318-9000 (Denver-metro area) or 1-800-388-5515 (outside Denver-metro area); hearing impaired 303-318-9016 (TDD Denver-metro area) or 1-800-894-7730 (TDD outside Denver-metro area).

## **EMPLOYERS ARE REQUIRED BY LAW TO POST THIS NOTICE**

Colorado Employment Security Act, 8-74-101(2); Regulations Concerning Employment Security 7.3.1 through 7.3.5 Employers can download copies of this poster at coloradoui.gov/employer, then click on Forms / Publications.







## **COLORADO WAGE & HOUR RIGHTS & RESPONSIBILITIES:**

The COMPS Order (Colorado Overtime & Minimum Pay Standards) Poster & Notice

## Colorado Minimum Wage: \$14.81 per hour in 2025, updated yearly (COMPS Rule 3)

- Must pay at least minimum wage for all time worked, whether by hour, salary, commission, piece rate, etc.
- Use the highest minimum wage applicable; <u>ColoradoLaborLaw.gov</u> lists all local minimum wages
- 15% lower is allowed for unemancipated minors but not for some local minimum wages

## Overtime: 1½ regular rate after 40 weekly hours, or 12 daily or consecutive (Rule 4)

- Can't give time off instead of overtime pay; can't average overtime and non-overtime weeks (or days)
- Agriculture: Overtime after 48 hours (56 at some highly seasonal sites); extra breaks and pay on long days
- Some (not all) jobs in health, ski, and heavy vehicles are partly or fully exempt (Rules 2.3-2.4)

## Meal Periods: 30 minutes uninterrupted & duty-free, in shifts over 5 hours (Rule 5.1)

- Can be unpaid only for employees completely relieved of duty, and allowed do personal activities
- If work doesn't allow uninterrupted meal periods: must allow eating on duty, on paid time
- As much as practical, meal periods must be at least 1 hour after starting shifts, and 1 hour before ending

## Rest Periods: 10 minutes, paid, every 4 hours (Rule 5.2)

# 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

- Need not be off-site, but must not include work, and should be in the middle of the 4 hours if practical
- Rest periods count as time worked, including for minimum wage and overtime
- Extra pay is owed for rest period time not authorized or permitted, including for employees not paid hourly
- Break rules differ for some agricultural work (Rule 2.3, & the Agricultural Labor Conditions Rules)

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

- Final pay: Owed promptly (if a termination by employer) or at next pay date (if employee resigned)
- Unused vacation: Must pay to departing employees, even if fired for cause or resigned without notice
- Tip credit: Can lower hourly pay up to \$3.02 if tips (not service charges) aren't diverted to untipped staff
- Meals: Can charge cost or value (without profit) of voluntarily accepted meals
- Lodging: Can charge \$25-\$100 weekly (by housing type) if voluntary and primarily for employee benefit
- Uniforms: Can't charge or require deposits for special uniforms, special cleaning, or ordinary wear and tear
- Other deductions: Only for items in CRS 8-4-105; not for poor work, breakage, guitting without notice, etc.

## Time Worked: All on-duty or on-premises time that must be paid (Rule 1.9)

- Cleanup or setup (examples: put on or remove clothes, or gear, worn only at work)
- Checking in or out (timeclock, security or safety screening, etc.), or waiting to do so
- Receiving or sharing work information, or wait for tasks but not just off-duty time on premises
- Travel for employer benefit but not normal commuting (Rule 1.9.2)
- Sleep time required to be on-site but not if lengthy and uninterrupted (Rule 1.9.3)

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

- Duties to pay wages, including most limits on deductions, still apply if exempt from COMPS

## Employer Responsibilities (Rule 7)

## Complaint & Anti-Retaliation Rights (Rule 8)

- File complaints in the Division or Court, or send the Division confidential tips
- 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 / 888-390-7936 / cdle\_labor\_standards@state.co.us (English or Spanish)

For all laws. quidance. & complaints. ColoradoLaborLaw.gov



Effective 1/1/2025

Use new version released by each December

Executive/supervisor, administrator, or professional: \$56,485 (updated yearly) in salary (not hourly pay) Other high-level work: non-manual jobs paid 2<sup>1</sup>/<sub>4</sub> times the above salary; <sup>1</sup>/<sub>6</sub> owners who actively manage Some (not all) salespeople, computer professionals, drivers, camp/outdoor ed staff, or property managers

Give employees pay statements (total pay, rate, tips, credits, and time worked), and keep for 3 years Display this poster/notice where easily seen (or give to employees); also include in any handbook/manual Use translations (available from this Division) of this poster/notice for employees with limited English Not giving (or undercutting) posters or notices may disallow employer credits, deductions, or exemptions Individuals with control over work may be liable for wages and violations, even at incorporated employers



This notice in other languages.



cdle.colorado.gov/LaborStandardsPosters



### FAMLI Program Notice Updated December 2023 | famli.colorado.gov

#### Deductions from Employee Wages start January 1, 2023

- The employee share of FAMLI premiums is set at 0.45% of employee wages through 2024. For 2025 and beyond, the director of the FAMLI Division sets the premium rate according to a formula based on the monetary value of the fund each year. Employers with a total of ten or more employees nationwide must also contribute an additional 0.45% of wages for a total of 0.9%, but employers with nine or fewer employees are only responsible for sending the 0.45% employee share to the FAMLI Division.
- Starting in 2023, employers may begin deducting up to 0.45% from employees' wages for FAMLI contributions. This can be done through a simple payroll deduction, and employees will notice the deduction on their regular paychecks. Employers are responsible for collecting those deductions and sending them into the FAMLI Division on behalf of their employees once a quarter.

#### Benefits start January 1, 2024

- Starting in 2024, paid family and medical leave benefits are available to most Colorado employees who have a qualifying condition and who earned \$2,500 over the previous year for work performed in Colorado.
- The qualifying conditions for paid family and medical leave are:
- Caring for a new child during the first year after the birth, adoption, or foster care placement of that child.
- Caring for a family member with a serious health condition.
- Caring for your own serious health condition.
- Making arrangements for a family member's military deployment.
- Obtaining safe housing, care, and/or legal assistance in response to domestic violence, stalking, sexual assault, or sexual abuse.
- Covered employees are entitled to up to 12 weeks of paid family and medical leave per year. Individuals with serious health conditions caused by pregnancy complications or childbirth complications are entitled to up to 4 more weeks of paid family and medical leave per year for a total of 16 weeks.
- Leave may be taken continuously, intermittently, or in the form of a reduced schedule.
- Leave will be paid at a rate of up to 90% of the employee's average weekly wage, based on a sliding scale. Employees may estimate their benefits by using the benefits calculator available at famil.colorado.gov.
- You don't have to work for your employer a minimum amount of time in order to qualify for paid family and medical leave benefits.
- If FAMLI leave is used for a reason that also qualifies as leave under the federal FMLA, then the leave will also count as FMLA leave used.
- Employees may choose to use sick leave or other paid time off before using FAMLI benefits, but they are not required to do so.
- Employers and employees may mutually agree to supplement FAMLI benefits with sick leave or other paid time off in order to provide full wage replacement.

#### **Filing Claims**

- Benefits will be available starting January 2024. Instructions on how to apply for benefits are available at famli.colorado.gov.
- Employees or their designated representatives apply for FAMLI benefits by submitting an application and any required documentation through My FAMLI+, available at <u>famli.colorado.gov</u>.
- Applications may be submitted in advance of the absence from work, and in some circumstances, they may be submitted after the absence has begun.
- Approved applications will be paid by the FAMLI Division within two weeks after the claim is properly filed, and weekly thereafter for the duration of the approved leave.
- Employees can appeal claim determinations to the FAMLI Division.
- Individuals who attempt to defraud the FAMLI program may be disqualified from receiving benefits.

#### Job protection and continued benefits

- Employers may not interfere with employees' rights under FAMLI, and may not discriminate or retaliate against them for exercising those rights, including taking FAMLI leave, talking to others about FAMLI, and filing complaints of FAMLI violations.
- An employee who has worked for the employer for at least 180 days is entitled to return to the same position, or an equivalent position, upon their return from FAMLI leave.

#### Retaliation, Discrimination, and Interference Prohibited

- Employers may not interfere with employees' rights under FAMLI, and may not discriminate or retaliate against them for exercising those rights.
- Employees who suffer retaliation, discrimination, or interference may file suit in court, or may file a complaint with the FAMLI Division.

#### Other Important Information

- An employer may offer a private plan that provides the same benefits as the state FAMLI plan, and imposes no additional costs or restrictions. Private plans must be approved by the FAMLI Division.
- Employees and employers are encouraged to report FAMLI violations to the FAMLI Division.





## FAMLI Aviso del programa

Este Aviso del programa se actualizó por última vez en diciembre de 2023.

#### Las deducciones de salarios de los empleados comienzan el 1 de enero de 2023

- La participación de los empleados en las primas de FAMLI se fija en el 0.45% de los salarios de los empleados hasta 2024. A partir de 2025, el director de la División FAMLI fija el tipo de prima de acuerdo con una fórmula basada en el valor monetario del fondo cada año. Los empleadores con un total de diez o más empleados también deben aportar un 0.45% adicional de los salarios para un total de 0.9%, pero los empleadores con nueve o menos empleados solo son responsables de enviar el 0.45% de la parte del empleado a la División FAMLI.
- A partir de 2023, los empleadores pueden comenzar a deducir a partir de un 0.45% de los salarios de los empleados para las contribuciones FAMLI. Esto puede ser realizado con una simple deducción de salarios lo cual el empleado podrá verificar en sus nóminas. Los empleadores son responsables de recolectar esas deducciones y de enviarlas a la División FAMLI en nombre de sus empleados una vez por trimestre.

#### Las prestaciones comienzan el 1 de enero de 2024

- A partir de 2024, las prestaciones de licencia familiar y médica pagados están disponibles para la mayoría de los empleados de Colorado que tengan una afección que reúna los requisitos y que haya ganado \$2,500 durante el año anterior por el trabajo realizado en Colorado.
- Las condiciones que califican para la licencia familiar y médica pagada son:
  - Cuidar a un nuevo hijo durante el primer año después del nacimiento, adopción o colocación en hogares de acogida de ese niño.
  - Cuidar a un familiar con una enfermedad grave.
  - Cuidando su propio estado de salud grave.
  - Hacer arreglos para el despliegue militar de un miembro de la familia.
  - Obtener vivienda segura, atención y/o asistencia legal en respuesta a violencia doméstica, acoso, agresión sexual o abuso sexual.
- Los empleados cubiertos tienen derecho a un máximo de 12 semanas de licencia familiar y médica pagada por año. Las personas con condiciones de salud graves causadas por complicaciones del embarazo o del parto tienen derecho a un máximo de 4 semanas más de licencia familiar y médica pagada al año hasta un total de 16 semanas.
- La licencia puede tomarse de manera continua, intermitente o en forma de horario reducido.
- La licencia se pagará a una tasa de hasta el 90% del salario promedio semanal del empleado, con base en una escala móvil. Los empleados pueden estimar sus prestaciones usando la calculadora de s disponible en famili.colorado.gov.
- No tiene que trabajar para su empleador una cantidad mínima de tiempo para calificar para las prestaciones de licencia familiar y médica pagada.
- Si la licencia FAMLI se usa por una razón que también califica como licencia bajo la FMLA federal, entonces la licencia también contará como licencia FMLA usada.
- Los empleados pueden optar por usar la licencia por enfermedad u otro tiempo libre remunerado antes de usar las prestaciones de FAMLI, pero no están obligados a hacerlo.
- Los empleadores y empleados pueden acordar mutuamente complementar las prestaciones de FAMLI con licencia por enfermedad u otro tiempo libre remunerado para proporcionar un reemplazo salarial completo.

#### Presentación de Reclamos

- Los beneficios estarán disponibles a partir de enero de 2024. Las instrucciones sobre cómo solicitar beneficios están disponibles en famli.colorado.gov.
- Los empleados o sus representantes designados solicitan los beneficios FAMLI mediante una solicitud y cualquier otra documentación requerida a través de My FAMLI+, disponible en famil.colorado.gov.
- · Las solicitudes podrán presentarse antes de la ausencia del trabajo, y en algunas circunstancias, podrán presentarse una vez iniciada la ausencia.
- La División FAMLI pagará las solicitudes aprobadas dentro de las dos semanas posteriores a la presentación adecuada del reclamo y, durante la licencia aprobada, pagará de manera semanal.
- Los empleados pueden apelar las determinaciones de reclamos ante la División FAMLI.
- Las personas que intenten defraudar el programa FAMLI pueden ser descalificadas para recibir las prestaciones.

#### Protección laboral y continuidad de las prestaciones

- Los empleadores no pueden interferir con los derechos de los empleados bajo FAMLI, y no pueden discriminarlos ni tomar represalias contra ellos por ejercer esos derechos, esto incluye tomar licencia FAMLI, conversar con otros sobre FAMLI y presentar quejas sobre violaciones de FAMLI.
- El empleado que haya trabajado para el empleador por lo menos 180 días tiene derecho a regresar al
  mismo puesto, o a un puesto equivalente, a su regreso de la licencia FAMLI.

#### Prohibidas las represalias, la discriminación y la interferencia

- Los empleadores no podrán interferir con los derechos de los empleados bajo FAMLI, y no podrán discriminarlos ni tomar represalias contra ellos por ejercer esos derechos.
- Los empleados que sufran represalias, discriminación o injerencia pueden presentar demanda ante los tribunales, o pueden presentar una denuncia ante la División FAMLI.

#### Otra información importante

- Un empleador puede ofrecer un plan privado que brinde los mismos beneficios que el plan estatal FAMLI, y que no imponga costos ni restricciones adicionales. Los planes privados deben ser aprobados por la División FAMLI.
- Se alienta a los empleados y empleadores a denunciar las infracciones de FAMLI a la División FAMLI.



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

## **THE HEALTHY FAMILIES & WORKPLACES ACT ("HFWA"): Paid Leave Rights**

#### Coverage: All Colorado employers, of any size, must provide paid leave

- All employees earn 1 hour of paid leave per 30 hours worked ("accrued leave"), up to 48 hours a year.
- Employees are required to be paid their regular pay rate during leave, and the employer must continue their benefits.
- Up to 48 hours of unused accrued leave carries over for use during the next year.
- For details on specific situations (irregular hours, non-hourly pay, etc.), see Wage Protection Rule 3.5, 7 CCR 1103-7.
- Up to 80 hours of supplemental leave applies in a public health emergency (PHE), until 4 weeks after the PHE ends.\*

## **Employees can use accrued leave for the following safety or health needs:**

- (1) a mental or physical illness, injury, or health condition that prevents work, including diagnosis or preventive care;
- (2) domestic abuse, sexual assault, or criminal harassment leading to health, relocation, legal, or other services needs;
- (3) caring for a family member experiencing a condition described in category (1) or (2);
- (4) grieving, funeral/memorial attendance, or financial/legal needs after a death of a family member;
- (5) due to inclement weather, power/heat/water loss, or other unexpected occurrence, the employees needs to either (a) evacuate their residence, or (b) care for a family member whose school or place of care was closed; or
- (6) in a PHE, a public official closed the workplace, or the school or place of care of the employee's child.

## **Employer Policies (Notice: Documentation: Incremental Use: Privacy: and Paid Leave Records)**

- Written notice and posters. Employers must (1) provide notice to new employees no later than other onboarding documents/policies; and (2) display updated posters, and provide updated notices to current employees, by end of year.
- Notice for "foreseeable" leave. Employers may adopt "reasonable procedures" in writing as to how employees should provide notice if they require "foreseeable" leave, but **cannot deny paid leave** for noncompliance with such a policy.
- An employer can require documentation to show that accrued leave was for a qualifying reason only if leave was for four or more consecutive work days (*i.e.* days when an employee would have worked, not calendar days).
- Documentation is not required to take accrued leave, but can be required as soon as an employee returns to work or separates from work (whichever is sooner). No documentation can be required for PHE leave.
- To document leave for an employee's (or an employee's family member's) health-related need, an employee may provide: (1) a document from a health or social services provider *if* services were received and a document can be obtained in reasonable time and without added expense; otherwise (2) the employee's own writing.
- Documentation as to domestic abuse, sexual assault, or criminal harassment can be a document or writing under (1) above (e.g. legal or shelter services provider) or (2) above, or legal document (restraining order, police report, etc.).
- If an employer reasonably deems an employee's documentation deficient, the employer must: (A) notify the employee within seven days of either receiving the documentation or the employee's return to work or separation (whichever is sooner), and (B) give the employee at least seven days to cure the deficiency.
- Incremental Use. Depending on employer policy, employees can use leave in either hourly or six-minute increments.

- HFWA-related health or safety information; such information must be treated as a confidential medical record.

## **Retaliation or Interference with HFWA Rights**

- Paid leave cannot be counted as an "absence" that may result in firing or another kind of adverse action.
- An employee can't be required to find a "replacement worker" or job coverage when taking paid leave.
- HFWA complaint; or (4) cooperates/assists in investigation of a HFWA violation.

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

## **Coverage: All Employers and Employees, Plus Certain Independent Contractors**

independent contractors) and "workers" (employees or independent contractors working for a "principal").

## Worker Rights to Oppose Workplace Health/Safety Violations:

- It is unlawful to retaliate against, or interfere with, the following acts:
- (2)interference with, the above-listed conduct.
- worker for raising such a concern, as long as the concern was reasonable and in good-faith.

## Workers' Rights to Use Their Own Personal Protective Equipment ("PPE"):

(federal, state, or local), and (3) does not make the worker unable to do the job.

## **COMPLAINT RIGHTS (under both HFWA & PHEW)**

• Report violations to the Division as complaints or anonymous tips, or file in court after exhausting pre-lawsuit remedies.

This Poster summarizes two Colorado workplace public health laws: C.R.S. § 8-13.3-401 et seq., (paid leave), and C.R.S. § 8-14.4-101 et seq. (healthy and safety whistleblowing) including amendments current as of the date of this poster. It does not cover other health or safety laws, rules, and orders, including under the federal Occupational Safety and Health Act (OSHA), from the Colorado Department of Public Health and Environment (CDPHE), or from local public health agencies. Contact those agencies for such health and safety information.

\*In a PHE, employees gain additional hours of leave for inability to work, testing, quarantining, caring for family in such situations, and related needs. No PHE is now in effect; this poster will be updated if one is declared.

This poster must be displayed where easily accessible to workers, shared with remote workers, provided in other languages as needed, and replaced with any annually updated versions.

This Poster is a summary and cannot be relied on as complete labor law information. For all rules, fact sheets, translations, questions, or complaints, contact: DIVISION OF LABOR STANDARDS & STATISTICS, ColoradoLaborLaw.gov, cdle labor standards@state.co.us, 303-318-8441 / 888-390-7936.



• Employee Privacy. Employers cannot require employees to disclose "details" about an employee's (or their family's)

• Records must be retained and provided upon request. Employers must provide documentation of the current amount of paid leave employees have (1) available for use, and (2) already used during the current benefit year, including any supplemental PHE leave. Information may be requested once per month or when the need for HFWA leave arises.

• An employer cannot fire, threaten, or otherwise retaliate against, or interfere with use of leave by, an employee who: (1) requests or takes HFWA leave; (2) informs or assists another person in exercising HFWA rights; (3) files a

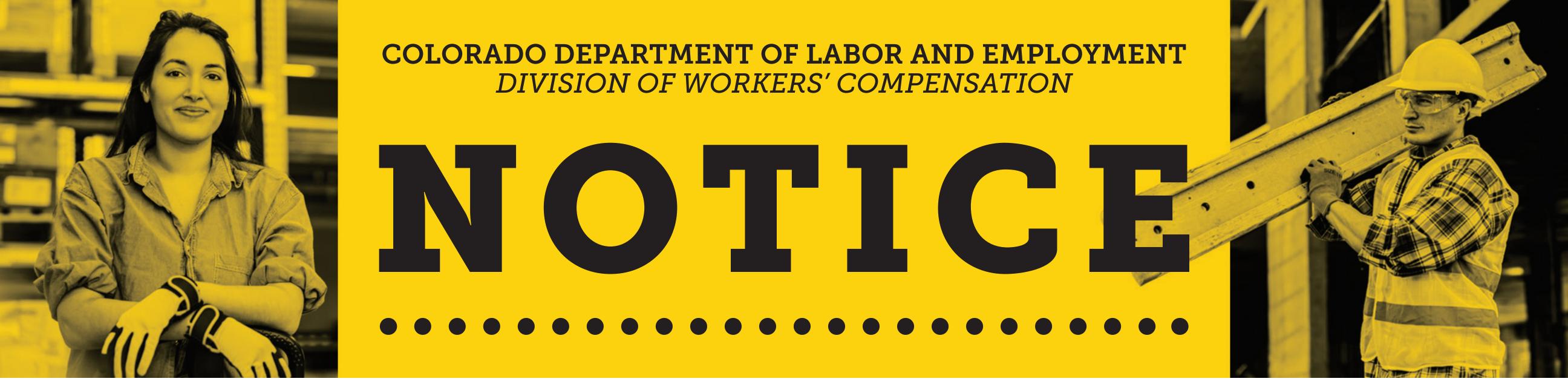
• If an employee's reasonable, good-faith HFWA complaint, request, or other activity is incorrect, an employer need not agree or grant it, but cannot act against the employee for it. Employees can face consequences for misusing leave.

• PHEW covers not just "employers" and "employees," but all "principals" (an employer or a business with at least 5

(1) raising reasonable concerns, including informally, to the principal, other workers, the government, or the public, about workplace violations of government health or safety rules, or a significant workplace health or safety threat; opposing or testifying, assisting, or participating in an investigation or proceeding about retaliation for, or

• A principal need not address a worker's PHEW-related concern, but it still cannot fire or take other action against the

• 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 at the workplace, (2) is recommended by a government health agency



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:

# 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





1-888-390-7936 (	(Tol	l-Free)
cdle.colorado.g	ov/c	JWC



SI SE LESIONA EN EL TRABAJO, TIENE DERECHOS BAJO LA LEY DE COMPENSACIÓN DE TRABAJADORES DE COLORADO. SU EMPLEADOR ESTÁ OBLIGADO POR LEY A TENER UN SEGURO DE COMPENSACIÓN PARA TRABAJADORES. EL COSTO DEL SEGURO ES PAGADO EN SU TOTALIDAD POR SU EMPLEADOR. SI SU EMPLEADOR NO TIENE SEGURO DE COMPENSACIÓN PARA TRABAJADORES, USTED TODAVÍA TIENE DERECHOS BAJO LA LEY.

# ES CONTRA LA LEY QUE SU EMPLEADOR TENGA UNA PÓLIZA CONTRARIA A LOS REQUISITOS DE INFORMES ESTABLECIDOS EN LA LEY DE COMPENSACIÓN DE TRABAJADORES DE COLORADO. SU EMPLEADOR ESTÁ ASEGURADO A TRAVÉS DE:

# SI SE LESIONA EN EL TRABAJO, NOTIFIQUE A SU EMPLEADOR TAN PRONTO COMO PUEDA E INFORME SU LESIÓN A SU EMPLEADOR POR ESCRITO DENTRO DE LOS 10 DÍAS POSTERIORES A LA LESIÓN. SI NO INFORMA SU LESIÓN CON PRONTITUD, AÚN PUEDE PRESENTAR UN RECLAMO.

INFORME A SU EMPLEADOR SI NECESITA TRATAMIENTO MÉDICO. SI OBTIENE ATENCIÓN MÉDICA, ASEGÚRESE DE INFORMAR A SU EMPLEADOR Y PROVEEDOR DE ATENCIÓN MÉDICA CÓMO, CUÁNDO Y DÓNDE OCURRIÓ LA LESIÓN.

PUEDE PRESENTAR UN RECLAMO DE COMPENSACIÓN DEL TRABAJADOR ANTE LA DIVISIÓN DE COMPENSACIÓN DE LOS TRABAJADORES. PARA OBTENER FORMULARIOS O INFORMACIÓN SOBRE EL SISTEMA DE COMPENSACIÓN DE TRABAJADORES, LA INFORMACIÓN DE CONTACTO DE SERVICIO AL CLIENTE PARA LA DIVISIÓN DE COMPENSACIÓN DE LOS TRABAJADORES ES:



Division of Workers' Compensation 633 17th Street, Suite 400 Denver, CO 80202



303-318-8700





