

### Colorado Minimum Wage: \$15.16 per hour in 2026, 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; [ColoradoLaborLaw.gov](http://ColoradoLaborLaw.gov) 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, quitting 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)

- Executive/supervisor, administrator, or professional: \$57,784 (updated yearly) in salary (not hourly pay)
- Other high-level work: non-manual jobs paid 2¼ times the above salary; ½ owners who actively manage
- Some (not all) salespeople, computer professionals, drivers, camp/outdoor ed staff, or property managers
- Duties to pay wages, including most limits on deductions, still apply if exempt from COMPS

### Employer Responsibilities (Rule 7)

- 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

### 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](mailto:cdle_labor_standards@state.co.us) (English or Spanish)

For all laws,  
guidance, &  
complaints:



[ColoradoLaborLaw.gov](http://ColoradoLaborLaw.gov)

Spanish  
guidance &  
complaints:



[LeyesLaboralesDeColorado.gov](http://LeyesLaboralesDeColorado.gov)

This notice  
in other  
languages:



[cdle.colorado.gov/LaborStandardsPosters](http://cdle.colorado.gov/LaborStandardsPosters)



**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.**



**COLORADO**

Department of  
Regulatory Agencies

Colorado Civil Rights Division

## **NOTICE FOR EMPLOYERS TO USE IN ORDER TO BE IN COMPLIANCE WITH HB 16-1438 (PREGNANCY ACCOMMODATIONS):**

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

The Pregnant Workers Fairness Act makes it a discriminatory or unfair employment practice if an employer fails to provide reasonable accommodations to an applicant or employee who is pregnant, physically recovering from childbirth, or a related condition.

#### **Requirements:**

Under the Act, if an applicant or employee who is pregnant or has a condition related to pregnancy or childbirth requests an accommodation, an employer must engage in the interactive process with the applicant or employee and provide a reasonable accommodation to perform the essential functions of the applicant or employee's job unless the accommodation would impose an undue hardship on the employer's business.

The Act identifies reasonable accommodations as including, but not limited to:

- provision of more frequent or longer break periods;
- more frequent restroom, food, and water breaks;
- acquisition or modification of equipment or seating;
- limitations on lifting;
- temporary transfer to a less strenuous or hazardous position if available, with return to the current position after pregnancy;
- job restructuring;
- light duty, if available;
- assistance with manual labor; or modified work schedule.

The Act prohibits requiring an applicant or employee to accept an accommodation that the applicant or employee has not requested or an accommodation that is unnecessary for the applicant or the employee to perform the essential functions of the job.



**COLORADO**

Department of  
Regulatory Agencies

Colorado Civil Rights Division

### **Scope of accommodations required:**

An accommodation may not be deemed reasonable if the employer has to hire new employees that the employer would not have otherwise hired, discharge an employee, transfer another employee with more seniority, promote another employee who is not qualified to perform the new job, create a new position for the employee, or provide the employee paid leave beyond what is provided to similarly situated employees.

Under the Act, a reasonable accommodation must not pose an “undue hardship” on the employer. Undue hardship refers to an action requiring significant difficulty or expense to the employer. The following factors are considered in determining whether there is undue hardship to the employer:

- the nature and cost of accommodation;
- the overall financial resources of the employer;
- the overall size of the employer’s business;
- the accommodation’s effect on expenses and resources or its effect upon the operations of the employer;

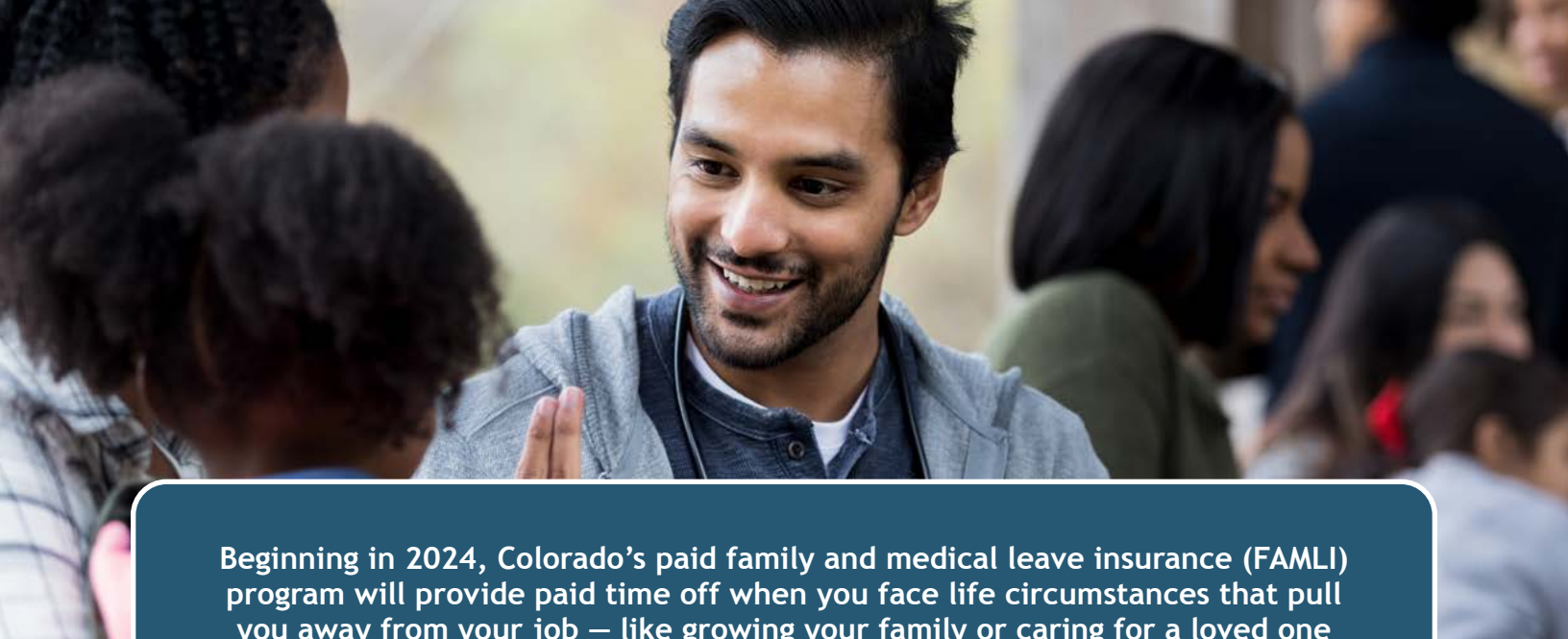
If the employer has provided a similar accommodation to other classes of employees, the Act provides that there is a rebuttable presumption that the accommodation does not impose an undue hardship.

### **Adverse action prohibited:**

The Act prohibits an employer from taking adverse action against an employee who requests or uses a reasonable accommodation and from denying employment opportunities to an applicant or employee based on the need to make a reasonable accommodation.

### **Notice:**

This written notice must be posted in a conspicuous area of the workplace. Employers must also provide written notice to new employees at the start of employment and to current employees within 120 days of the Act’s August 10, 2016 effective date.



Beginning in 2024, Colorado’s paid family and medical leave insurance (FAMLI) program will provide paid time off when you face life circumstances that pull you away from your job – like growing your family or caring for a loved one with a serious health condition.

### How does it work?

Beginning on January 1, 2024, nearly every Colorado worker who earns at least \$2,500 in yearly wages within the state will be eligible to take **paid family and medical leave** during covered circumstances:

- » To care for a new child, including adopted and fostered children
- » To care for themselves, if they have a serious health condition
- » To care for a family member with a serious health condition
- » To make arrangements for a family member’s military deployment
- » To address the immediate safety needs and impact of domestic violence and/or sexual assault.

Depending on your income, when using paid leave, you will receive between 37% and 90% of your normal weekly wages. **Benefits are capped at \$1,100 per week.**

**Most workers are eligible to receive up to 12 weeks of paid family and medical leave.** Those who experience pregnancy or childbirth complications may receive an additional four weeks.

### Who pays for FAMLI?

Contributions to Colorado’s FAMLI program will be shared between employers and workers. Beginning on January 1, 2023, your employer may begin deducting up to 0.45% of your pay to cover your portion of the FAMLI premium.

### What are my rights?

Eligible Colorado workers have the right to take paid family and medical leave for covered circumstances.

Once you have served in your job for at least 180 days (about six months), your job is protected under the law. As long as you are eligible and qualify to use paid leave, your employer cannot prevent you from taking it, and cannot penalize or fire you for taking paid leave.



**COLORADO**  
Family and Medical Leave Insurance Program (FAMLI)  
Department of Labor and Employment

## 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 ten or more employees 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 the 0.45% employee share.
- Employers are not required to deduct FAMLI contributions from employees' wages. However, **starting in 2023, employers are allowed to deduct up to 0.45% from employees' wages for FAMLI contributions.** For every \$100.00 an employee makes, an employer may deduct up to \$0.45.

## 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 [famli.colorado.gov](http://famli.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

- Employees will not be able to file for benefits until the last quarter of 2023. Benefits will be available starting January 2024. Instructions on how to apply for benefits will be available on [famli.colorado.gov](http://famli.colorado.gov) in the last quarter of 2023.
- Employees or their designated representatives apply for FAMLI benefits by submitting an application, along with required documentation, directly to the FAMLI Division. Employers cannot make employees apply for FAMLI benefits.
- 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 every two weeks 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 must maintain health care benefits for employees while they are on FAMLI leave, and both the employer and the employee remain responsible for paying for those benefits in the same amounts as before the leave began.
- 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.



# 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:**

**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 (Toll-Free)  
[cdle.colorado.gov/dwc](http://cdle.colorado.gov/dwc)**



# 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:**

**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 (Toll-Free)  
[cdle.colorado.gov/dwc](http://cdle.colorado.gov/dwc)**



# AVISO



**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  
1-888-390-7936 (Llame Gratis)  
[cdle.colorado.gov/dwc](http://cdle.colorado.gov/dwc)**



# AVISO



**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  
1-888-390-7936 (Llame Gratis)  
[cdle.colorado.gov/dwc](http://cdle.colorado.gov/dwc)**



Company	WC Company	Account Number	Phone Number	WC Company Address
<b>Creative</b>	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
<b>Indigenous</b>	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
<b>DN Investments</b>	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
<b>Channel Blend</b>	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
<b>ET</b>	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
<b>Professional Services</b>	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
<b>DNEDA</b>	Hudson Insurance Group/Tribal First	OBH-0105127-10	866.546.3981	100 William St, New York, NY 10038
<b>Unami</b>	Hudson Insurance Group/Tribal First	OBH-0105127-10	866.546.3981	100 William St, New York, NY 10038



# 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](http://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](http://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](http://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](http://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](http://coloradoui.gov/employer), then click on Forms / Publications.



**COLORADO**  
Department of  
Labor and Employment



## **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.

- **Employee Privacy.** Employers cannot require employees to disclose “details” about an employee’s (or their family’s) HFWA-related health or safety information; such information must be treated as a confidential medical record.
- **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.

### **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.**
- **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 HFWA complaint; or (4) cooperates/assists in investigation of a HFWA violation.
- **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.

## **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**

- PHEW covers not just “employers” and “employees,” but all “principals” (an employer **or** a business with at least 5 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:
  - (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;
  - (2) **opposing or testifying, assisting, or participating** in an investigation or proceeding about retaliation for, or interference with, the above-listed conduct.
- A principal need not address a worker’s PHEW-related concern, but it still cannot fire or take other *action against* the 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”):**

- 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 (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.**