

Minimum Wage

Department of Labor and Employment, Division of Labor Standards & Statistics
COLORADO OVERTIME & MINIMUM PAY STANDARDS ORDER ("COMPS Order") #39, POSTER & NOTICE

Effective 1/1/24; must update annually; new poster available each December

Colorado Minimum Wage: Inflation-adjusted annually: \$14.42/hour in 2024, (Rule 3)

- Employers must be paid at least minimum wage (whether hourly, salary, commission, piecework, etc.) unless exempt
- Overseas minors can be paid 75% less than full minimum wage
- Use the highest minimum wage that applies; all local minimum wages are posted at cdlelabor.com

Overtime: 1 1/2 times regular pay rates for hours over 40 weekly, 12 daily, or 12 consecutive (Rule 4)

- Overtime is required each week over 40 hours, or day over 12, even if 2 or more weeks or days average fewer hours
- Employers cannot provide time off ("comp time") instead of time-and-a-half premium pay for overtime hours
- Key variances/exemptions (all are detailed in Rules 2.3-2.4):
 - Modified overtime in a small number of health care jobs; exemption for certain heavy vehicle drivers
 - No 40-hour weekly overtime downhill/ski/snowboard jobs (but 56-hour overtime for many under federal law)
 - Agriculture: overtime after 48-56 hours (based on size and seasonality); extra breaks and pay on long days

Meal Periods: 30 minutes uninterrupted and duty-free, for shifts over 5 hours (Rule 1.5)

- Can be unpaid, but only if employees are completely relieved of all duties, and allowed to pursue personal activities
- If work makes uninterrupted meal periods impractical, eating on duty must be permitted, and the time must be paid
- To the extent practical, meal periods must be at least 1 hour after starting and 1 hour before ending shifts

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
#Rest Periods:	0	1	2	3	4	5

- Need not be off-site, but must not include work, and should be in the middle of the 4 hours to the extent practical
- Rest periods are time worked for minimum wage and overtime purposes, and if employers do not authorize and permit rest periods, they must pay extra for time that would have been rest periods, including for non-hourly-paid employees
- Key variances/exemptions:
 - In some circumstances, 10-minute rest periods can be divided into two 5-minute (Rule 5.2.1)
 - Agriculture: certain work requires more breaks; other is exempt (Rule 2.3, & Agricultural Labor Conditions Rules)

Time Worked: Pay for time employees allow performing labor/service for their benefit (Rule 1.5)

- All time on premises, on duty, or at workplaces (but not just letting off-duty employees be on-premises), including:
 - putting on/removing work clothes/gear (but not clothes worn outside work), cleanup/setup, or other off-clock duty
 - waiting for assignments to work or receiving or sharing work-related information,
 - security/safety screening, or clocking/in/out, or
 - waiting for any of the above tasks.
- Travel for employer benefits is time worked; normal/home/work travel is not (details in Rule 1.9.2)
- Sleep time, if sufficiently uninterrupted and lengthy, can be excluded in certain situations (details in Rule 1.9.3)

NOTE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate.

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

Public Health Rights

Department of Labor and Employment
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

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

- All employees earn 1 hour of paid leave per 30 hours worked ("accrued leave"), up to 16 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, C.R. 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:

- a mental or physical illness, injury, or health condition that prevents work, including diagnosis or preventive care;
- domestic abuse, sexual assault, or criminal harassment leading to health, relocation, legal, or other services needs;
- caring for a family member experiencing a condition described in category (1) or (2);
- springing funeral/memorial attendance, or financial/legal needs after a death of a family member;
- due to imminent weather, power/heal/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
- 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 their onboarding documentation; and (2) display updated posters, and provide updated notices to current employees, by end of year.
- Notice for "reasonable" leave.** Employers may adopt "reasonable procedures" in writing as to how employees should provide notice if they require "reasonable" 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 (5 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 registers from work (whichever is sooner). No documentation can be required for PHE leave.**
- To document leave for an employee (or an employee's family member) a health-related need,** an employer may provide: (1) a document from a health or social services provider's services were received or 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 in writing under (1) above (e.g. legal or shelter services provided) 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.

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. (health 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 Safety and Health Act (CDPSA), from the Colorado Department of Safety and Health Act (CSDSHA), or from federal labor laws. Contact those agencies for such health and safety information.

^{*} 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.

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](https://www.cdle.gov)

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 for more information, or call at 303-318-9100 or 1-800-388-5315. To be classified as an employee, you must meet the criteria in Colorado Revised Statute § 7-70-115. You can read the law online and find out more at colorado.gov/prepareclassification.

As an employer, 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 colorado.gov and click on the "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 1-800-388-5315 (outside Denver metro area); hearing impaired 303-318-9010 (Denver metro area) or 1-800-894-7301 (TDD outside Denver metro area).

EMPLOYERS ARE REQUIRED BY LAW TO POST THIS NOTICE

Colorado Employment Security Act, § 7-74-101(2); Regulation Concerning Employment Security 7.3.1 through 7.3.5

Employers can download copies of this poster at colorado.gov/employer, then click on Forms / Publications.

COLORADO
Department of Labor and Employment

IT STARTS WITH YOU
Building a Better Colorado

Discrimination

Department of Regulatory Agencies,
Colorado Civil Rights Division
Colorado Law Prohibits Discrimination in: EMPLOYMENT

IT SHALL BE A DISCRIMINATORY OR UNFAIR EMPLOYMENT PRACTICE:

to REFUSE TO HIRE, TO DISCHARGE, TO PROMOTE OR DENOTE, TO HARBOR 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, etc. in certain circumstances, HARASSING TO A CONSUMER

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(j)

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 CACT OF 2020:

Discrimination on the basis of one's size includes hair texture, hair type, or a protective hairstyle commonly or historically associated with race, such as braids, twists, tight curls or curls, cornrows, Bantu knots, Afros, and headwraps, etc. 9/13/20.

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 SPANISH: 720-432-4294; TOLL FREE: 800-262-4845; VTDD RELAY: 711; FAX: 303-894-7038; EMAIL: cdle.ccrd@state.co.us

CLAIMS ASSERTING EMPLOYMENT DISCRIMINATION MUST BE FILED AS A FORMAL COMPLAINT WITHIN 300 DAYS FROM NOTICE OF THE EMPLOYMENT ACTION.

Division Director, Aubrey Blenis, Esq. cdle.colorado.gov

REV. 10/2023

Payday

COLORADO DEPARTMENT OF LABOR AND EMPLOYMENT
DIVISION OF LABOR STANDARDS AND STATISTICS

www.colorado.gov/cdle/familr

NOTICE OF PAYDAYS

In accordance with § 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 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 8-103, and that may occur from time to time, and that may occur from time to time.
- Pay periods can be no greater duration than a calendar month or 30 days, whichever is longer. Payday must occur no later than 10 days following the close of each pay period.

EMPLOYEES ARE PAID ON REGULAR PAYDAYS AS FOLLOWS:

Pay: _____
Plus: _____

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 § 4-107, C.R.S.

FAMILY

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

Updated December 2023 familr.colorado.gov

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 \$2,200 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 and having 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 concurrently, 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. Employers may estimate their benefits by using the benefits calculator available at familr.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 familr.colorado.gov.
- Employees or their designated representatives apply for FAMLI benefits by submitting an application and any required documentation through My FAMLI, available at familr.colorado.gov.
- 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

- Employees 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 300 days is entitled to return to the same position, or an equivalent position, upon their return from FAMLI leave.

Retaliation, Discrimination, and Interference Prohibited

- Employees may not interfere with employees' rights under FAMLI, and may not discriminate or retaliate against them for exercising those rights.
- Employers 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 impose no additional costs or restrictions. Private plans must be approved by the FAMLI Division.
- Employers and employees are encouraged to report FAMLI violations to the FAMLI Division.

STATE OF COLORADO 8/26

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

1-888-390-7936 (Toll-Free)

cdle.colorado.gov/dwc

WC50

TWO ways to verify poster compliance!

QR CODE Scan with phone camera:

OR Go to: www.JJKeller.com/LLPverify

ONLINE Enter this code: 69334-012024

To update your labor law posters contact
J.J. Keller & Associates, Inc.
[JJKeller.com/laborlaw](https://www.JJKeller.com/laborlaw)
800-327-6868

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