

## NOTICE OF PAYDAYS

In accordance with 8-1-107, C.A.S.: Every employer must 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 place 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 8-1-103, 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, 8-1-103, C.A.S.

### 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 [WorkRight.cde.co.gov](http://WorkRight.cde.co.gov). Employees who wish to provide the law enforcement with wages, overtime, and properly covering pay for unemployment insurance and workers' compensation purposes. As a worker, you have certain rights as an employee or independent contractor.

Employer classification often called misclassification of employees as independent contractors and other labor law violations occurs most frequently with low-wage businesses and for workers in Colorado's informal economy.

If you believe you have been improperly classified as an independent contractor, you can file a complaint with the Colorado Division of Labor Standards and Statistics, or call at 303-318-8100 and extend 1084-3. It is classified as an independent contractor in the Colorado Revised Statutes 8-70-111. You can find the law online and find out more at [coloradodivoflaborstandards.com/ProjectClassification](http://coloradodivoflaborstandards.com/ProjectClassification).

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 [coloradodivoflaborstandards.com/Unemployment](http://coloradodivoflaborstandards.com/Unemployment). If you have work and pay you reduced, you may be entitled to partial unemployment benefits.

If you earned across state, social security, or other of the following numbers: 303-318-8000 (Denver metro area) or 1-800-388-0110 (outside Denver metro area), leaving message 303-318-8010 (TDD). Denver metro area or 1-800-984-7700 (TDD) outside Denver metro area.

EMPLOYERS ARE REQUIRED BY LAW TO POST THIS NOTICE

Colorado Employment Security Act, 8-74-110(2), Regulations Concerning Employment Security 7.23 Through 7.2.5

Employers can download copies of this poster at [coloradodivoflaborstandards.com](http://coloradodivoflaborstandards.com), or call at 303-318-8100. If you are an employer, please click on the Employer icon.

This form is provided as a courtesy by the Colorado Division of Labor Standards and Statistics. Other Notice of Payday Posters may be available from providers that contain the elements and information required by 8-1-107, C.A.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.

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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 ("HFMA"): Paid Leave Rights

Employers must provide paid leave to employees for the following reasons: All employees earn 1 hour of paid leave per 30 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 benefit during leave.

Employees can take accrued leave for the following reasons: (1) a mental or physical illness, injury, or injury that prevents work, including diagnosis or preventive care. (2) domestic abuse, sexual assault, or criminal justice-related leading to physical, emotional, legal, or other services needed.

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

PHEW covers not just "employees" and "employers," but also independent contractors and "workers" (employees of independent contractors and workers of independent contractors) and "workplaces" (the premises of independent contractors and workers of independent contractors).

Worker Rights to Report Workplace Health/Safety Violations: (1) retaliation or adverse actions, including discharge, if the principal, other workers, the government, or the public, about workplace health or safety concerns. (2) retaliation or adverse actions, including discharge, if the principal, other workers, the government, or the public, about workplace health or safety concerns.

Worker Rights to Use Their Own Personal Protective Equipment ("PPE"): (1) provide more protection than required by the employer. (2) is recommended by a government health agency, industry, state, or local health or safety agency.

COMPLAINT RIGHTS (under both HFMA & PHEW): (1) report retaliation or adverse actions, including discharge, if the principal, other workers, the government, or the public, about workplace health or safety concerns.

This Poster summarizes the Colorado workplace public health laws, C.R.S. 8-13-1-401 et seq., paid leave, and C.R.S. 8-14-1-101 et seq., health and safety whistleblowing including amendments created on 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 Division of Occupational Safety and Health (COSH), or from local public health agencies.

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, cdlr\_labor\_standards@state.co.us, 303-318-8141 / 888-390-7936.

## 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 \$14.42/hour in 2024. Overtime: 1 1/2 times regular pay rates for hours over 40 weekly, 12 daily, or 12 consecutive (Rule 4).

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

Time Worked: Pay for time employees allow performing labor/service for their benefit (Rule 1.9)

Deductions, Credits, Charges, & Withheld Pay (Rule 6, and Article 4 of C.R.S. Title 8)

Complaint & Anti-Retaliation Rights (Rule 8)

Notice to Employers / Employers' Notice to Workers

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## 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

DISABILITY, AGE, GENDER, COLOR, SEX, SEXUAL ORIENTATION, GENES, ANCESTRY, MARITAL STATUS, OR IN CERTAIN CIRCUMSTANCES, MARRIAGE TO A SPOUSE.

REASONABLE ACCOMMODATIONS FOR DISABILITIES: An employer with a disability is entitled to a reasonable accommodation to perform the essential functions of the job. An accommodation is not reasonable if it poses an undue hardship on the employer's business.

PREGNANT WORKERS FAIRNESS ACT -- C.R.S. § 24-34-402.3: An employer with a health condition related to pregnancy or childbirth is entitled to a reasonable accommodation to recover from childbirth is entitled to a reasonable accommodation necessary to perform the essential functions of the job. An accommodation is not reasonable if it poses an undue hardship on the employer's business.

WC36 Form 0822

## Colorado Law Prohibits Discrimination in: EMPLOYMENT

C.R.S. § 24-34-401 et seq. 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 WORK INFORMATION PROTECTED -- C.R.S. § 24-34-402(f): An employer shall not disclose, disseminate, disseminate, or otherwise disclose to any person or persons 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 or more includes facial features, hair type, hair length or a protective hairstyle commonly or historically associated with race, such as braids, locs, twists, buns, cornrows, curls, curls, braids, locs, braids and hairstyles, etc. 6/2/24.

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

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

## FAMILY Program Notice

Deductions from Employee Wages starting January 1, 2024: The employer share of FMLA premiums is set at 0.44% of employee wages through 2024. For 2025 and beyond, the employer of the FMLA premium will be the employee's share of the FMLA premium.

Benefits starting January 1, 2024: Starting in 2024, employees may begin deducting up to 0.64% from employee wages for FMLA contributions. This can be done through a simple payroll deduction, and employees will notice the deduction through their regular paychecks. Employees are responsible for collecting those deductions and sending them into the FMLA Division on behalf of their employees each a quarter.

Job protection and continued benefits: Employees may not interfere with employees' rights under FMLA, and may not discriminate or retaliate against them for exercising those rights, including those FMLA laws, relating to others about FMLA and file complaints with the FMLA Division.

Other Important Information: An employer may offer a private plan that provides the same benefits as the FMLA Division, but may not discriminate or retaliate against them for exercising those rights, including those FMLA laws, relating to others about FMLA and file complaints with the FMLA Division.

SP-CO-E

ADP logo and contact information: ADP logo, "Always Designing for People" slogan, website URL [www.adp.com](http://www.adp.com), and phone number 1-800-541-4343.