



COLORADO
Department of Corrections

CLASSIFIED EMPLOYEE HANDBOOK

*Guidelines, policies and procedures for employees in the State
Personnel System.*

January 2023

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A Message from the Division of Human Resources

Greetings Colleagues:

Hello and welcome to the State of Colorado Classified Employee Handbook.

State employees help make Colorado the place that we love to live. We hold unique jobs that impact every corner of our state. From conserving land, water and natural resources, to creating policies and initiatives that promote entrepreneurship and innovation, to protecting our highways and families, state employees make a big impact on our communities every day.

The purpose of this handbook is to ensure that employees understand the responsibilities, rights and expectations of working for the State of Colorado. This handbook is a tool. If you need more information you should speak with your manager or your department, agency or institution of higher education's Human Resources office.

Thank you for being here. Let's make great things happen for Colorado!



COLORADO

Department of Corrections

A Message from the CDOC Chief Human Resources Officer

Welcome to the Colorado Department of Corrections Employee Handbook.

Department of Corrections employees help "Build a Safer Colorado for Today and Tomorrow". You are now part of an organization entrusted with the responsibility of "protecting the citizens of Colorado by holding offenders accountable and engaging them in opportunities to make positive behavioral changes and become law-abiding citizens."

This handbook is created to assist and ensure employees understand the responsibilities, expectations, rights and privileges of working for the State and the Department of Corrections. This handbook is a resource and is developed in accordance with federal and state laws, personnel board rules and department administrative procedures.

Thank you for choosing to join this great organization; we support a professional workforce that is empowered and embraces honesty, integrity and ethical behavior.

Sincerely,

Brenda Valerio Tanin
Interim Chief Human Resources Officer
Colorado Department of Corrections

Classified Employee Handbook

The information in the State of Colorado Department of Corrections Classified Employee Handbook is provided for the convenience of members of the State of Colorado corrections community. This handbook provides guidance for positions in the State Personnel System. Although these policies and statements cover a wide variety of subjects, there are other important policies and procedures that should be consulted as the need arises. This information is neither all inclusive, nor intended to provide strict interpretation of the State's or individual department's policies; rather it offers an overview of the work environment.

The State of Colorado reserves the right to unilaterally revise, suspend, revoke, terminate or change its policies, in whole or in part, whether described with this handbook or elsewhere, in its sole discretion. Such amendments, as well as any new policies deemed to be in the State's best interest, will be effective as of the date of their enactment unless the action itself specifies a different effective date.

The language used in this State of Colorado Employee Handbook is not intended to create, nor is it to be construed to constitute, a contract or guarantee of employment. Any statement or representation concerning fair treatment (or similar statement) is a goal only and is not enforceable as a contract or covenant.

The State of Colorado Employee Handbook, published in May 2016, issued by the Department of Personnel & Administration, Division of Human Resources, supersedes all previous versions of the State of Colorado Classified Employee Handbook.

This handbook added applicable CDOC information, better serving our agency.

Statewide Human Resources

Department of Personnel & Administration State Personnel System Act

Under the Colorado Constitution (art. XII, §14), the State Personnel System is overseen by the executive director (State Personnel Director) of the Department of Personnel & Administration (DPA) and the State Personnel Board. The constitution assigns the State Personnel Board rulemaking authority over aspects of the State Personnel System and assigns the State Personnel Director responsibility for administering the State Personnel System in accordance with state constitution, laws and rules.

The State Personnel System Act (C.R.S. §§24-50-101, et seq.) requires the State Personnel Director to lead human resources policy and personnel system operations, provide agencies consulting services and directives, and oversee the management of the system. Both the State Personnel Director and State Personnel Board have the authority to establish rules governing the State Personnel System, referred to as the “Personnel Board Rules and Personnel Director’s Administrative Procedures.” The rules provide statewide human resources requirements that apply to all classified employees. Within DPA, both the Division of Human Resources and the State Personnel Director oversee various aspects of the State Personnel System for classified employees.

Division of Human Resources

The Division of Human Resources (DHR) is responsible for managing human resources statewide. DHR is responsible for managing the State’s total compensation system including employees’ salary and benefits (health, life, dental, retirement, and deferred compensation). DHR is also responsible for the State’s business risk and loss control programs, including all property insurance, liability and workers’ compensation.

Human Resources Offices

State Departments, Agencies & Institutions of Higher Education HR Offices

Although DHR is responsible for human resources statewide, HR offices at State departments, agencies, and institutions of higher education manage human resources activities for their employees and provide guidance and oversight to ensure the State Personnel System is operating effectively and in accordance with applicable federal and state laws, Personnel Board Rules, and Personnel Director’s Administrative Procedures. Two State departments, the Department of the Treasury and the Department of State, rely on DPA to handle most of their human resources activities.

CDOC Organizational Structure

Employees may be provided with an organization chart of their facility or division during facility orientation. The CDOC has six distinct divisions: Finance and Administration, Clinical & Correctional Services, Adult Parole, Prison Operations, Human Resources, and the Inspector General.

Employment Status

Positions in the State of Colorado are either classified or non-classified. Depending on the position classification, State employees are subject to, or exempt from the rules, procedures and regulations that govern the State Personnel System. All employees are required to follow Universal Policies and state law.

Position Classification

Employee Rights in the State Classified System

The State Personnel System is established by the Colorado Constitution (CO Const. art. XII, §13) as the civil service system for employees in a State classified position. All appointive public officers and employees of the State are considered part of the classified system, except for those positions excluded by CO Const. art XII, §13(2). Employees in State classified positions are referred to as “classified employees.”

Classified employees have certain appeal and grievance rights established specifically for the State Personnel System in the State’s constitution, statutes, Personnel Board Rules and Personnel Director’s Administrative Procedures, and the policies at respective State departments, agencies, and institutions of higher education. Classified employees are required to follow all laws governing their employment, including applicable provisions of the State’s constitution, statutes, Personnel Board Rules and Personnel Director’s Administrative Procedures and policies at respective State departments, agencies and institutions of higher education. Appointing authorities (executive directors of principal State departments, presidents of institutions of higher education and division heads as defined by law) are required to ensure that their respective agencies adhere to the requirements established specifically for the State Personnel System in the State’s constitution, statutes, Personnel Board Rules and Personnel Director’s Administrative Procedures and policies at respective State departments, agencies, and institutions of higher education.

The CDOC is an equal opportunity employer. The Department provides equal employment opportunities to all persons regardless of race, creed, religion, color, national origin, gender, sexual orientation, age, political affiliation, organizational membership, veteran’s status, disability, or other non-job related factors.

Employee Rights in the State Non-Classified System

Employees in positions excluded by CO Const. art XII, §13(2), including certain eligible positions under the Colorado exemption statute (C.R.S. §24-50-135) are at-will employees and not subject to the Personnel Board Rules or Personnel Director's Administrative Procedures. Employees in non-classified positions are considered part of the non-classified system. Even though employment is at-will, non-classified positions have protections against discrimination and retaliation in state and federal employment laws. "At-will" employment means that either the employee or the State may terminate the employment relationship at any time for any reason or no reason, with or without notice or cause, as long as no federal or state law is violated.

Appointment

When a new employee is appointed to a position with the CDOC, they are provided a position description (PD). In addition, the official personnel file is managed by the Office of Human Resources and contains the employee's work history.

Depending on the type of appointment, employees are placed in one of the following employment statuses. Employment status determines the rights of an employee in the State Personnel System.

Probationary

A probationary appointment applies to new employees appointed to permanent positions in the State Personnel System. The probationary period does not exceed 12 months, except when extended for periods of leave. The purpose of a probationary period is for the appointing authority to determine that the duties of the job are being performed satisfactorily. A new probationary period may be required for a former certified State employee who has been rehired into the State Personnel System.

Certified

A certified appointment applies to an employee who has satisfactorily completed the probationary or trial service period.

Trial Service

A trial service appointment applies to certified employees who promote to a position with a higher class, or who voluntarily transfer within the same class or to a different class. It also applies to any reinstated former certified State employee, unless the appointing authority requires a probationary period. Trial service does not extend beyond six months, except when extended for periods of leave or when there is a selection appeal pending. If an employee does not satisfactorily perform the duties of the position, that employee may be reverted to a vacant position in their current department and former class, if one exists. Appointing authorities may also choose corrective or disciplinary action instead of reversion.

Conditional

A conditional appointment applies to a qualified certified employee who temporarily promotes into a permanent vacancy for which no eligible list exists.

Provisional

A provisional appointment applies to a qualified person outside of the State Personnel System who is temporarily appointed to a permanent vacancy for which no eligible list exists. Provisional employees are employed at will and do not have the rights and benefits provided to classified employees in the State Personnel System.

Temporary

A temporary appointment applies to positions that are established for a nine month period or less. Temporary employees are employed at-will and do not have the rights and benefits provided to classified employees in the State Personnel System.

Employment Laws

Federal & State Laws

All State employees have job protections in federal and state law. Colorado state law is reflected in the Colorado Constitution and Colorado Revised Statutes (C.R.S.). Colorado Revised Statutes is the legal title of the collection of compiled laws that have been revised, collected and reenacted as a whole to supplement the State's constitution.

Anti-Discrimination, Retaliation & Workplace Harassment

The State of Colorado values and respects all employees. The State is committed to maintaining a work environment free from any form of employee harassment, retaliation, or discrimination, and compliance with federal and state laws prohibit this type of behavior.

State employees are protected from workplace discrimination, retaliation, and harassment under various federal and state laws, including but not limited to:

- The Colorado Anti-Discrimination Act (C.R.S. §§24-34-401, et seq.), which prohibits employment discrimination, retaliation, and harassment based on disability, race, creed, color, sex, sexual orientation, religion, age, national origin, or ancestry.
- The State Employee Protection (Whistleblower) Act (C.R.S. §§24-50.5-101, et seq.), which prohibits retaliation for disclosure of information in certain circumstances.

- Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000 (e), et seq.), which prohibits discrimination based on race, sex, color, religion, and national origin.
- The Pregnancy Discrimination Act of 1978, an amendment to Title VII, which prohibits discrimination based on pregnancy, childbirth, or other related medical conditions.
- The Family and Medical Leave Act (FMLA) (29 U.S.C. 2601, et seq.), which entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons.
- The Americans with Disabilities Act as Amended (ADAAA) of 2008, which prohibits discrimination against qualified persons with a disability.
- The Fair Labor Standards Act (FLSA) (29 U.S.C. §201), which establishes compensation requirements.
- The Pregnant Workers Fairness Act (PWFA) (C.R.S. § 24-34-402.3)

Universal Policies

Universal Policies are to be applied uniformly across all State departments, agencies and institutions of higher education and represent the consensus of executive directors to apply the rules governing these situations in the same way.

The State of Colorado Universal Policies:

- Affirmative Action Program
- Americans with Disabilities Act as Amended
- Anti-Harassment
- Equal Pay
- Impairment In the Workplace
- Leave Policies
- Non-Discrimination
- Psychological Fitness For Duty
- Recruitment
- Sexual Harassment
- Tuition Reimbursement
- Workplace and Domestic Violence Affecting the Workplace

These policies can be found at <https://www.colorado.gov/pacific/dhr/universalpolicies>.

State Personnel System Rules & Policies

Full and part-time employees who hold classified positions are part of the State Personnel System and are required to follow the Personnel Board Rules and Personnel Director's Administrative Procedures and Universal Policies. The Personnel Board Rules and Personnel Director's Administrative Procedures (4 Code Colo. Reg. 801) carry the weight of law and govern classified employees.

CDOC employees are also governed by Administrative Regulations (ARs) and Procedures established by the Executive Director of the CDOC. Contact the Office of Human Resources (OHR) at 719-226-4450 for questions regarding procedures and regulations.

General Expectations

Code of Ethics & Conflicts of Interest

The holding of State employment is a public trust. State employees must carry out their duties for the benefit of the people of the State of Colorado. Article XXIX of the Colorado Constitution and Colorado Revised Statutes (C.R.S. 24-18-101) address ethics and conflicts of interest for State employees.

The Code of Ethics is electronically signed on an annual basis and can be found as an attachment to AR 1450-01, *Code of Conduct*.

Independent Ethics Commission

The Independent Ethics Commission (IEC) is a constitutionally created independent commission and is charged with the implementation of Article XXIX of the Colorado Constitution. The purpose of the IEC is to give advice and guidance on ethics issues arising under Article XXIX of the Colorado Constitution and any other standards of conduct or reporting requirements as provided by law, and to hear complaints, issue findings, and assess penalties and sanctions where appropriate. The IEC has jurisdiction over all State executive and legislative branch elected officials and employees.

Accepting Gifts

The Colorado Constitution (art. XXIX, sec. 3) requires that local government officials do not accept gifts valued at more than \$53 in any calendar year; rate adjusts every four years to account for inflation. Employees should never accept outside compensation (e.g., fees, gifts, rewards, etc.) for performance of state duties unless an opinion from the IEC approves such compensation. If an employee receives unapproved compensation and it cannot be returned, they should turn it over to their supervisor immediately. Direct all questions about Article XXIX to the IEC.

Political & Employee Activities

Employees may participate in political activities, subject to state and federal laws. Pursuant to Colorado Revised Statute 24-50-132, no State facility or resource can be used for political activities and State employees are prohibited from using State time or the influence or authority of state employment to campaign for candidates. Employees have the right to join an employee organization, however, solicitation of members is not allowed during work hours without prior approval from their appointing authority.

Substance Use/Abuse

The CDOC prohibits the use and possession of illegal drugs, except in the performance of official duties. Additional information, testing procedures, and penalties for violation are outlined in AR 1450-36, *Drug Deterrence Program*.

Violence in the Workplace

The CDOC has a “zero tolerance” policy regarding violent behavior in the workplace. All employees are expected to report any incident of violent behavior as described in AR 100-29, *Violence in the Workplace*, and all Appointing Authorities are expected to respond immediately to such reports.

When a DOC employee, contract worker, or volunteer is the subject of an external investigation; has been arrested for, charged with, or convicted of any crime or misdemeanor (except minor traffic violations); or is required to appear as a defendant in any criminal court, he/she will immediately inform the Office of the Inspector General. Based upon these duties, any criminal or administrative action initiated against an employee as to a sex assault crime or sexual harassment must be reported to the Appointing Authority who shall inform the Office of the Inspector General.

Outside Employment

Employees must get advance, written approval from their appointing authority before engaging in outside employment. Employees must submit an Outside Employment & Dual Agency Agreement (if applicable) request electronically and obtain approval for the outside/secondary employment. Please review AR1450-06 for complete instructions and electronic form. Outside employment with another employer or activity (e.g. business transaction, ownership etc.) that could be perceived as incompatible with the primary duties and responsibilities of an employee’s state position is prohibited. Any outside employment which could give rise to criticism or suspicion of conflicting interests or duties will not be approved. Failure to obtain approval before beginning outside employment may result in corrective and/or disciplinary action.

Employment with more than one Department

An employee may be employed by and receive compensation from more than one department with advanced written approval of the primary appointing authority. There must be a written agreement, between the appointing authorities that specifies the terms and conditions of the arrangement including any overtime considerations. Dual agency employment should be requested in conjunction with outside employment. Refer to AR 1450-06, *Outside Employment/Volunteer Activity for DOC Employees*.

Performance

Expectations

State employees are expected to perform successfully in their jobs based on the laws governing their employment and department policies. Failure to meet performance expectations may result in corrective and/or disciplinary action.

Evaluations

The State of Colorado's performance management cycle for the current transition year is April 1 to July 31, 2023. Effective August 1, 2023 the performance cycle will be August 1 through July 31. Employees in classified positions must be evaluated at least once a year.

The CDOC's Performance Management Program (PMP) is managed by the Office of Human Resources and can be referenced in AR 1450-02.

Job Changes

Job Evaluation & Position Allocation

Job positions in the State Personnel System are assigned to a specific class or job level. Appointing authority powers include defining a job, with discretion to assign or remove duties. If duties of a State job change permanently, the position may be evaluated to determine appropriate classification based on an official position description. HR offices process position allocation requests and evaluate positions. Evaluations can result in no change, higher, or lower class allocations.

Employees whose positions are allocated to a higher class (i.e., class with a higher pay range maximum) are required to compete for the position. Employees who do not meet minimum qualifications, or who are not assigned to the new class in the competitive hiring process, may be laid off.

Certified employees whose positions are allocated to a lower class (i.e., class with a lower pay range maximum) may voluntarily demote their position, have their name placed on a reemployment list for the former class, and maintain current base pay, including saved pay. Employees who do not choose to demote may be laid off. Probationary employees may demote to the position, in lieu of layoff, if they qualify for the new class.

Transfer

Appointing authorities can transfer employees to a vacant position in the same or different class, with the same pay range maximum, provided they meet the requirements of that class. Appointing authorities should agree to the timing and details of an employee transfer between departments or divisions before the transfer occurs.

Promotion

Several kinds of promotional opportunities are available to State employees. Some vacancies are open to current employees in a department or division, while others are open to all State employees and the public. In all cases of promotion, employees must apply for the job, meet the minimum qualifications, and compete with qualified applicants.

Layoff

Layoffs may only be initiated due to lack of funds, lack of work, or reorganization. In the case of employee layoff, the respective State departments, agencies, or institutions of higher education will administer the layoff process.

Retention rights of certified-classified employees are limited to classes in which employees are certified, vacant and lower level positions in the current class series. In lieu of layoff, departments may offer employees who do not have retention rights a vacant position or post-employment compensation, including future hiring preference, payment towards the continuation of health benefits for a specified time after separation, education tuition vouchers, portion of salary, or other options.

Re-employment

Certified employees who are laid off are placed on a departmental re-employment list for up to one year. The re-employment process allows laid off employees to return to the job class from which they were separated, and keep the same annual base salary and all previously accrued sick and annual leave. There is no break in service when appointed from a re-employment list.

Resignation

Employees are expected to submit written notice of resignation to the principal department's appointing authority at least 10 working days before the effective resignation date, unless otherwise arranged. Employees who do not give sufficient notice may forfeit their reinstatement privileges and/or delay payout of leave. An employee who resigns in lieu of disciplinary action forfeits the right to a hearing on

the resignation. If an employee is absent without notice for three scheduled consecutive working days, the appointing authority may construe that absence as job abandonment and therefore an automatic resignation, without reinstatement eligibility. Refer to AR 1450-08, *DOC Employee Separations*.

Reinstatement

Former and current certified employees in a classified position are eligible to reinstate to a vacant position, in the same (or a related) class in which they were previously certified if they left their employment in good standing and meet minimum qualifications of the vacant position. The appointing authority has the discretion to reinstate former or current classified employees without requiring them to compete for the position. Reinstated employees may be required by the appointing authority to serve a probationary period up to twelve months. When reinstated, an employee's formerly accrued sick leave is restored, up to the maximum accrual allowed by Personnel Board Rules and Personnel Director's Administrative Procedures.

Operating Hours

Colorado law requires that all State offices be open for business Monday through Friday from 8:30 a.m. to 5:00 p.m., except for legal holidays. Most State offices are open for business at 8:00 a.m. and some remain open later than 5:00 p.m. Some departments operate around the clock, every day. Appointing authorities are responsible for assigning working hours and for determining the hours each department is open for business. All State employees are expected to be at work regularly, and on time. Employees should immediately follow their departments' call-in procedures if they are going to be late or absent from work. Applicable administrative regulations referencing hours and schedules are AR 100-37, *DOC Employee Scheduling, Use of Leave, Internal Movement, and Staffing Plans* and AR 1450-14, *Overtime and Compensatory Time for DOC Employees*.

Flexible Work Arrangements

Flexible work life arrangement options are not an employee benefit or right and must be approved by the appointing authority prior to implementation. Employee flexible work life arrangement requests may be denied by the appointing authority. The concepts of flextime and job sharing have been endorsed through executive orders and rule, urging appointing authorities to use flextime and job sharing when deemed appropriate.

Flextime is an individualized work schedule other than the traditional 8:00 a.m. to 5:00 p.m., Monday through Friday arrangement. The CDOC functions as a 24/7 operation. Work hours are at the discretion of the appointing authority. Based on business need, there may be consideration for flexing within the state hours of operation.

Job sharing utilizes two employees to share or perform duties of a single full-time or part-time position.

Personal Appearance & Attire

State rules and policy do not dictate employee personal appearance on the job. Employees should work with their supervisor if special attire or equipment is required for job functions. Otherwise, employees should dress in a manner suitable for their work and maintain good personal hygiene and decorum. Individual departments, agencies, and institutions of higher education may have their own particular dress code. Required uniforms and their maintenance may be provided to employees at no charge, at a reduced charge, or through a uniform allowance.

In a correctional environment, expectations are of conservative dress and attire, in a manner suitable for work, consistent with good taste and hygiene. Visible tattoos shall not depict any symbol which suggests or expresses any idea that is contrary to the mission of the department, to include tattoos that are vulgar or suggestive in nature. When in uniform and performing duties that include public interaction, visible tattoos shall be covered. Refer to AR 1450-31, *Appearance and Dress Code*.

Work Environment and Behavior

The introduction of any items of contraband into any CDOC property is prohibited and may be criminally prosecuted. The following items are considered contraband; refer to AR 300-27, *Access and Control*:

- Mobile/cellular phone and/or communication devices
- Tobacco or tobacco substitutes; alcoholic beverages
- Excessive money (\$100 or more)
- Prescription medication beyond what is needed for shift; prescription dosage must be placed in a pharmacy marked bottle
- Weapons (including guns or knives)
- Refer to AR 300-06, *Searches and Contraband Control* for additional information.

Hostage Policy

The CDOC's hostage policy is outlined in AR 300-02RD, *Hostage Policy*. Because this is a restricted document, it is not available with the other administrative regulations. However, training in this policy is provided to new employees as part of the Basic Training curriculum. Facility orientation will also include written practices regarding their hostage policy and the review of the restricted documents.

Compensation

Philosophy

The State of Colorado's compensation philosophy is defined in Colorado Revised Statute (C.R.S. §24-50-104) and requires that the State of Colorado provide prevailing total compensation to ensure that the State is able to recruit, reward, and retain a qualified workforce.

Annual Compensation Report

The Department of Personnel & Administration is required by state law to publish a report on August 1 of each year and includes findings from an annual study that evaluates prevailing total compensation pay and practices in the market. The annual compensation report includes recommendations and fiscal impact for employee merit, base salary, pay range adjustments, and State contributions to group benefit plans for the upcoming fiscal year, July 1 through June 30.

The governor is responsible for submitting an annual budget request to the Colorado State Legislature by November 1 of each year. The budget request includes final recommendations for changes to employee merit, pay range, base salary, and State contributions to group benefit plans. These recommendations are subject to funding by the Legislature. Any change to base salary or group benefit plans are implemented on July 1, unless the Legislature passes a law with other provisions.

Base Salary

Base salary is based on an assigned class that has a pay range minimum and maximum. Each of the occupational groups has an annual compensation pay plan. Employee base salary can remain the same or increase to a higher pay grade as a result of merit increase, promotion, position allocation or a system maintenance study. Base salary must fall between the minimum and maximum of the pay range. System maintenance studies generally do not result in salary increases or decreases for employees. Employees who have a base salary that falls below the minimum of the new pay range will have a salary increase to the new minimum.

Merit Pay

Colorado Revised Statute (C.R.S. §24-50-104) establishes a merit pay system for employees in the State Personnel System for the purpose of providing salary increases based on individual employee performance. Awards of merit pay increases are based upon priority groups and are defined in a matrix.

The priority groups are determined by an employee's location within the pay range and annual performance rating based on the following three performance levels: Exceptional (level 3), Successful (level 2) and Below Expectations (level 1). Depending on placement within the range and funding availability, employees may be eligible for base and/or non-base merit pay. Merit is subject to funding by the State Legislature. Employees who receive a final overall performance rating of "Below Expectations" (level 1) are ineligible for merit pay. Salary changes are effective July 1, unless otherwise specified through legislative action.

Premium Pay

Employee compensation includes premium pay. All premium pay requires advance approval unless specifically indicated in the published compensation plan.

Overtime Pay

Employees who are not exempt from the FLSA are eligible for overtime pay. Overtime pay is granted to eligible employees who work more than the maximum hours in a standard workweek or work period. The Department of Corrections has the standard workweek of Saturday morning from 12:01 am to midnight Friday in which overtime is earned when 40 hours has been exceeded. All Correctional Officers I, II, III, and IV, Parole Officers, Parole Team Leaders and Investigators are scheduled on a 14-day work period. Refer to AR 1450-14, *Overtime and Compensatory time for DOC Employees* for more details.

Non-exempt employees are compensated in pay or compensatory (comp) time off, at a rate of one and one-half times for overtime hours. Supervisors may adjust leave requests or schedule the use of comp time to manage overtime liability. Only 60 hours of compensatory time may be carried as a balance from one month into the next. Any compensatory hours in excess of 60 hours must be paid unless a written approval is received from the appointing authority for extenuating circumstances.

FLSA-exempt employees are not eligible for overtime and will not receive pay or comp time off for hours worked in excess of 40 hours in a week. Exempt employees may be required to work more than 40 hours if needed, including evenings, weekends and if necessary, holidays.

Shift Differential Pay

Shift differential pay is compensation in addition to an eligible employee's base pay rate for working certain shifts. The State Personnel Director determines eligible job classes and departments may approve positions in other classes.

Call-Back Pay

Call-back pay applies to eligible employees who are required to report to work before the start or after the end of a scheduled shift. There must be a break between shifts and not simply a continuation of a regularly scheduled shift. When call back pay applies, a minimum of two hours pay is guaranteed.

On-Call Pay

On-call pay is an established rate of pay beyond base pay earned by an eligible employee while specifically assigned, in advance, to on-call status. The State Personnel Director sets the premium rate annually.

Other Pay Premium

Other premiums such as hazardous duty pay, second domicile pay, housing allowance, and discretionary pay differentials (e.g. signing, referral bonuses, temporary assignment pay differentials) may also be available. Refer to AR 1450-03, *Discretionary Pay Differentials* for additional information.

Payroll

State employees paid either monthly or bi-weekly (applies to hourly and some temporary employees) on the state payroll system shall be on the direct deposit payroll program, unless the State Controller or delegate, approves an exception. Monthly paid employees are paid on the last business day of the month except during the month of June; the payday is July 1.

Employees can access pay stubs and W2s, and can update W-4 information through the Employee Self-Service system on DOCNET.

Reimbursement for Overpayment or Underpayment

According to state and federal law and fiscal rules, an employee is responsible for reimbursing overpayment made by the State to employees regardless of who made the error. The State is responsible for reimbursing any underpayment. Employees should review their pay regularly to ensure proper payment.

Incentives & Recognition

Programs may be designed to reward and recognize employees with cash and non-cash incentives, or recognition programs. Such programs are developed with employee involvement and are communicated within a department, agency, or institution of higher education on an ongoing basis.

Reimbursement for Expenses

Employees are entitled to reimbursement for travel expenses incurred while carrying out responsibilities that are for the benefit of the State. Personal or political expenses, or expenses that are not directly related to official functions or programs of a State department, agency, or institution of higher education are not reimbursable. Employees must use the most economical available transportation that will satisfactorily accomplish the State's business. If permitted by their principal department, agency or institution of higher education, employees may use their own vehicle and receive a mileage reimbursement, or use a State vehicle. When travel extends beyond one calendar day, employees may claim the actual cost of reasonable accommodations, plus a State allowance for meals. If travel is completed in a single day, lunch will not be reimbursed. Employees should obtain all needed prior approvals and complete all required forms that pertain to State travel. Reimbursable amounts and allowances are reviewed and changed periodically and are contained in the State fiscal rules.

Leave

Regular attendance and punctuality are an essential part of employment with the State. Employees must use their leave responsibly. Any leave should be requested as far in advance as possible. Supervisors determine the type of leave to be used. Unauthorized use of leave may result in the denial of paid leave and/or corrective and/or disciplinary action. Refer to AR 100-37, *DOC Employee Scheduling, Use of Leave, Internal Movement, and Staffing Plans* and AR 1450-30, *Family/Medical Leave Act*.

Accrual

Permanent full and part-time, classified employees earn (accrue) leave each month but it is not available for use until the first day of the following month. Temporary employees are not eligible for leave and do not accrue leave. Borrowing against future leave or restoring used leave is not allowed. Permanent full and part-time employees who work, or who are on paid leave, less than a full month earn a pro-rated amount of leave time. Paid leave is used before unpaid leave unless a specific type of leave does not apply.

Annual Leave

Annual leave is used for personal needs such as vacation or personal business. Appointing authorities may establish periods when employees are not allowed to take leave. In some cases, involving other types of leave (e.g. exhaustion of sick leave or family medical leave), use of annual leave may be required.

Months of service	Hours earned per month	Maximum accrual
1-36	8 hours	192 hours
36-60	9 hours	216 hours
61-120	11 hours	264 hours
121-180	13 hours	312 hours
181 or greater	16 hours	384 hours

Holidays

Eleven legal holidays are observed. Permanent full-time employees on the payroll when the holiday is observed are granted eight hours of paid holiday leave (prorated for part-time work to observe each legal holiday designated by law, the Governor, or the President. Appointing authorities may designate alternative holiday schedules for the fiscal year.

Sick Leave

Sick leave is provided for health reasons. It may also be used for the health needs of a family member. Full-time employees accrue sick leave at 6.66 hours per month. Accrual is limited to 360 hours. Employees who worked in the State Personnel System before July 1, 1988 may have qualified for unlimited individual maximum accrual rates. If sick leave is exhausted and an employee is unable to return to work, accrued annual leave will be used for health-related absences. If paid leave is exhausted, appointing authorities can grant unpaid leave or administratively discharge employees when the Family Medical Leave Act (FMLA), short-term disability, or the Americans with Disabilities Act as Amended (ADAAA) protections do not apply. All unused sick leave is forfeited upon separation, unless PERA retirement eligibility requirements are met.

Other Types of Leave

Work-Related Illness or Injury

An employee who suffers an on-the-job injury or illness that is compensated under the workers' compensation program is granted up to 90 absences, if the temporary payments are assigned to the department. Unlike other types of leave, absences are counted in whole-day increments, regardless of the number of hours actually absent. If the 90 days are exhausted, accrued paid leave is used. If the employee is unable to return to work after using all sick and annual leave, the appointing authority may invoke the provisions of State Personnel Board Rule 5-6.

Short-Term Disability Leave

An employee with one year of service is eligible for up to 180 days of short-term disability (STD) leave. Employees must submit an application to Unum or PERA for STD benefits within 30 days from when the absence begins or at least 30 days prior to exhaustion of sick leave. There is a 30-day waiting period before STD benefits begin during which employees must use sick leave, followed by annual leave, then unpaid leave (if all other leave is exhausted). For assistance and to obtain the required applications, contact the DOC Payroll Office at 719-269-4043.

Bereavement Leave

Employees may request up to 40 working hours of paid bereavement leave to attend services, travel, or grieve the death of a family member or other person. Supervisors and employees have mutual responsibility to engage in a dialogue so that the employee's needs are clear. Employees are expected to request the amount of leave needed in writing and communicate their needs to their supervisor. This includes divulging the nature of the relationship and the employee's needs related to grieving, services or gatherings.

Military Leave

Upon presentation of proper military orders, Members of the National Guard, Reserve or National Disaster Medical Service are granted up to 120 hours of authorized military leave each fiscal year, for encampment, reserve or equivalent training, or active service for declared emergencies. Unpaid leave is granted after exhaustion of the 120 hours. Employees serving in the National Guard for a state emergency must return to work upon release from active duty. An employee called to active federal military service may be required to apply to return to work, depending on the length of time the employee is away on active duty.

Jury Leave

Classified employees are granted paid jury leave for the full time of service. Temporary employees are granted up to three days of paid jury leave to serve during those days they are normally scheduled to work. If you are not selected for jury service, you are expected to report back to work. Jury pay received by the employee is not submitted to the department.

Unpaid Leave

Unpaid leave is unpaid time off that is granted at the discretion of the appointing authority. Unpaid leave could result in an adjustment to a probationary or trial service period. It also will affect the amount of paid leave earned.

Administrative Leave

Administrative leave is paid time off and may be granted to employees in the following cases:

- At the discretion of the appointing authority, for purposes that the appointing authority determines are for the good of the State.
- Two days of administrative leave are granted in a fiscal year to an employee who donates an organ, tissue, or bone marrow for a transplant. These two days cannot be accumulated for use in a subsequent fiscal year.
- An employee with fewer than three hours of non-work time scheduled between 7:00 a.m. and 7:00 p.m. on General Election Day (even numbered years) is also granted two hours of administrative leave to vote. The hours need not be consecutive.
- An employee serving as an election judge can receive paid administrative leave, provided his/her supervisor determines the employee's attendance at work is not essential. The employee cannot receive any other compensation and must provide evidence of service.

Parent Academic Leave

Parent Academic Leave provides up to 18 hours (prorated for part-time) in an academic year for parents or legal guardians to participate in academic-related activities. Those activities are parent-teacher conferences or meetings related to special education services, response to interventions, dropout prevention, attendance, truancy, and disciplinary issues. A DOC employee must use their annual leave balance to participate in these activities.

Victim Protection Leave

Employees with one year of State service are granted up to 24 hours of unpaid leave each fiscal year if they are the victim of stalking, sexual assault, domestic abuse or violence. All annual leave and applicable sick leave must be exhausted. Employee information related to this leave is confidential.

Family Medical Leave

Employees with one year of State service are eligible for up to 480 hours of Federal Family Medical Leave and up to 40 hours of State Family Medical Leave, per rolling calendar year (pro-rated for part-time employees). The FMLA protects an employee's job for a specific period of time to allow employees to address personal or family medical needs. The amount of paid or unpaid leave during family medical leave depends on an employee's accrued leave balances. Employees are required to use all accrued sick leave, to the extent allowed by the sick leave policy, and all accrued annual leave.

As with any type of leave, advance notice and approval is expected before leave begins, except in emergencies. Leave should be requested using the State of Colorado Medical Certification Form or equivalent. Thirty days' advance written notice is required when the need for leave is foreseeable. If

the employee becomes aware of the need for leave in less than 30 days, the employee must provide notice either the same day or next business day. Failure to provide proper notice could delay the start of leave. Refer to AR 1450-30, *Family/Medical Leave Act*.

Medical Certificate

Employees must submit a State of Colorado Medical Certification Form, or equivalent, completed by a health care provider, when sick leave is taken for more than three consecutive workdays for either personal or family illness. Failure to do so will result in the denial of sick leave.

Fitness-To-Return Certificate

A Fitness-To-Return Certificate is required when an employee is absent from work for more than 3 scheduled work days due to a personal health condition. A certificate may be required for intermittent leave every month under certain circumstances. For assistance with Family/Medical Leave, contact the Employee Benefits Unit at 719-269-4154.

Leave Sharing

Executive directors and presidents of colleges and universities may authorize a leave-sharing program to allow employees to donate annual leave to other employees. The donation of sick leave is not allowed. Each department designs its own program within parameters established by the State Personnel Director. Leave sharing is permitted when an employee or an immediate family member (as defined in the sick leave section) is experiencing an unforeseeable, life-altering event beyond the employee's control.

To request donated annual leave, the employee must have a minimum of one year of service and exhausted all accrued annual leave and sick leave. Leave sharing is not a substitute for other temporary benefits such as short-term disability benefits and cannot be used when other benefits apply. The approval of a leave-sharing request is at the discretion of the department head. Denial of a request to transfer or receive annual leave cannot be grieved or appealed. Refer to AR 1450-41, *Donated Leave Program*.

Benefits

Eligibility

The State of Colorado offers benefits to permanent full and part-time employees who meet eligibility requirements. Employees can also enroll their spouse or domestic partner and eligible child(ren) for

coverage. Temporary employees are not eligible for benefits.

Eligible Dependents Include the Following:

- Spouse or civil union partner.
- Eligible children under the age of 26 (the employee's children, spouse or partner's children and children in the employee's legal custody for whom they are required to insure).
- Eligible children of any age who were disabled prior to age 26

Enrollment

Where to Enroll: [Benefitsolver.com](https://benefitsolver.com)

Enrollment is completed through the State's online benefits administration portal, [Benefitsolver \(benefitsolver.com\)](https://benefitsolver.com).

Open Enrollment

The State of Colorado's annual open enrollment period takes place in April and May of each year (specific dates change year to year). Benefits elections made during the open enrollment period become effective on July 1st of the same year. The State of Colorado benefits plan year coincides with the State's fiscal year (July 1 -June 30).

New Hire

New employees must enroll in benefits within the first 31 days of employment with the State as a new hire or re-hire. The first day of the 31-day period is the day after the date of hire. Benefit elections are effective the first of the month following the date of hire. Employees who do not enroll within 31 days of employment cannot enroll in benefits until the next open enrollment period, although there are qualifying life events and special HIPAA enrollment rules that could allow enrollment mid-year.

Qualifying Life Events

IRS regulations limit when employees can make changes to their benefits during the year. After employees have made elections during open enrollment or as a new hire in the first 31 days of eligibility, changes cannot be made to medical, dental, vision care or Flexible Spending Account (FSA) elections until the next annual open enrollment period unless an employee has a qualifying life event as defined in IRS rules.

Examples of qualifying life events include:

- Marriage, civil union, legal separation, or divorce
- Birth or adoption of a child
- Death of an employee's spouse, civil union partner, or dependent child
- Spouse, civil union partner, or dependent children losing or gaining coverage
- Change in employment status for the employee, employees spouse or civil union partner
- Change in residence (only if your current coverage isn't available in the new location)
- Exhaustion of COBRA benefits from another employer

Health Insurance

The State of Colorado offers four medical plan options. Two options are self-insured by the State and are administered by United Healthcare (UHC), the other two options are fully-insured through Kaiser Permanente (Kaiser). The options differ based on network and how employees and the insurance company share the costs of medical care.

The monthly premium for medical insurance consists of an employer portion and an employee portion. The State pays the employer portion of this monthly premium. Employee contributions to the monthly premium are deducted automatically from paychecks.

Dental Insurance

The State of Colorado offers two dental plans administered by Delta Dental. The dental plans differ in monthly premium cost and how much reimbursement is available. The monthly premium for dental insurance consists of an employer portion and an employee portion. The State pays the employer portion of this monthly premium. Employee contributions to the monthly premium are deducted automatically from paychecks.

Life Insurance

The State offers several life insurance plans administered by Minnesota Life Insurance Company. All eligible employees are automatically enrolled in the basic life insurance plan and are also eligible to voluntarily enroll in the optional life insurance plan for themselves and their eligible dependents. All life insurance includes a matching amount of Accidental Death & Dismemberment (AD&D) coverage.

Disability Insurance

Short-term Disability

To help protect income in the event of a disability, the State provides eligible employees with short-term disability (STD) Insurance. Eligible employees are automatically enrolled in short-term disability (STD) insurance and STD coverage is effective the first day of the month following the date of hire.

PERA also provides a short-term disability program for State employees with five or more years of service in the Colorado PERA Defined Benefit (DB) retirement plan. In the Colorado PERA DB retirement plan, the PERA STD benefit is primary (pays first) for Colorado PERA Defined Benefit (DB) retirement plan vested employees. Please contact Colorado PERA directly for details at 303-832-9550 or 1-800-759-7372.

Long-term Disability

Employees who work at least 30 hours per week may apply for the voluntary long-term disability (LTD) program. Coverage is not guaranteed and must be approved by the State's contracted LTD insurance company, which requires submitting evidence of insurability in the form of a medical history statement. If approved, coverage is effective the first day of the month after approval. The premium for LTD coverage depends on age, salary and vesting status within the Colorado PERA Defined Benefit (DB) retirement plan (if the Colorado PERA DB plan is not chosen as the retirement plan, then the PERA DB vesting status is, and will remain, non-vested). Employees are responsible for the entire premium for this coverage.

Pre-tax Deductions & Flexible Spending Accounts

Pre-tax Premiums

This voluntary program allows employees to pay the premiums for medical and dental benefits with pre-tax dollars. Under IRS Code, Section 125 employees may annually elect to reduce their taxable salary by the amount they pay towards medical and dental premiums. Participation in the salary reduction plan may result in employees paying less federal, state, and Medicare taxes, as well as reducing contributions to their retirement plan.

Because of the tax savings employees may receive, the federal government places certain restrictions on what employees can and cannot do under this plan. Once an employee has elected to have their premiums deducted pre-tax they cannot reverse this choice until the next plan year (July 1 to June 30). Canceling or changing the benefits associated with these deductions is only permitted during open enrollment period, unless the employee experiences a qualifying life event.

Flexible Spending Accounts

Flexible Spending Accounts (FSA) allow employees to pay for certain health care and dependent day care expenses on a pre-tax basis. Employees make an annual election of an amount to contribute through a salary reduction agreement. This amount is then deducted over the course of the plan year, divided on per pay period basis and deposited into an account. FSA funds are not subject to federal, state, or Medicare taxes, or PERA deductions. However, employees may not deduct any expenses on their tax return that were reimbursed with pre-tax funds from a flexible spending account.

Retirement

The Colorado Public Employees' Retirement Association (PERA) provides retirement and other benefits to employees of the State of Colorado. State employees do not contribute to Social Security. Therefore, new hires (except judges and those in four-year institutions of higher education) must choose one of two retirement plans. This mandatory decision is an important choice so employees should consider the options carefully and choose the retirement plan that best suits their needs.

Types of Retirement Plans

PERA has two types of Plans, a Defined Benefit (DB) Plan and a Defined Contribution (DC) Plan available for eligible State employees. Both Plans are considered 401(a) plans and are created under that section of the Internal Revenue Service (IRS) Code.

The PERA DB Plan is the traditional pension plan, where employees' contributions are invested by professionals. Under PERA's hybrid DB Plan, employees earn a monthly lifetime retirement benefit based on age, number of years of service, and the Highest Average Salary (HAS). Upon termination of employment, employees have access to their contributions (plus interest and an employer match, if applicable). Employees also qualify for additional built-in benefits, including survivor and disability benefit coverage.

In the PERA DC Plan, employees direct their investments to an array of fund options, similar to a 401(k) plan. Under the PERA DC Plan, employees set how their contributions will be invested. The PERA DC Plan is based solely on the money the employee and employer have contributed, and the investment earnings or losses incurred, minus expenses. The amount of an employee's retirement benefit is difficult to determine given that the amount depends on the success of that employee's investment decisions, when they begin withdrawals, and life expectancy. With the PERA DC Plan, employees bear the risk of outliving their investments.

Contributions

Both PERA DB and PERA DC Plan contributions are tax deferred, which means reduced current state and federal income taxes. Questions about membership benefits should be directed to PERA.

Voluntary Supplemental Retirement Plans

Under either option, employees may choose to contribute additional retirement savings to the voluntary PERA Plus 401(k) and 457 Plans. These plans help employees reduce their current income taxes, by deferring income, as they save for retirement. Please visit the PERA Web site, www.copera.org, or call 303-832-9550 or 1-800-759-7372, for more information on these voluntary plans. If employed by higher education, employees may also be eligible to participate in a 403(b) Plan.

Electing Retirement Plans

If a plan is not elected within 60 calendar days from the date of hire, the choice defaults to the PERA DB Plan. Retired PERA members who want to return to work for the State in any capacity should contact PERA.

Changing Retirement Plans

Employees have the one-time option of switching between the PERA DB and DC Plans. Between month 13 and month 72 of participation, employees can end participation in one plan and begin participation in the other plan.

Employee Wellness Program

The DOC Wellness Team is available to assist with any wellness issues such as mental health, understanding benefits, physical needs, etc. Please reach out to the Wellness Team at doc_wellness@state.co.us or 719-269-4696. They are happy to help! While the CDOC does not have a physical fitness policy, staff are encouraged to participate in a state or facility sponsored programs/competitions.

Weight Management Programs

Weight management programs and discounts are available to State employees through the Employee Wellness Program. For details on current programs and discounts visit www.colorado.gov/dhr/wellness.

On-site Flu Shots

Flu shots are offered on-site during the months of October and November. Employees who cannot attend one of the on-site events, can receive a flu shot at their physician's office or at any Walgreen's clinic.

Other Benefits

The Consolidated Omnibus Reconciliation Act (COBRA)

COBRA is federal law that requires employers who sponsor group health plans to permit covered individuals who lose coverage as a result of certain qualified events to elect to continue their group coverage under the plan on a self-pay basis. The Initial Notice of COBRA Rights is provided via first class mail to all qualified beneficiaries within 90 days of the effective date of coverage when enrolled in medical, dental or healthcare FSA (flexible spending account) coverage. A COBRA Election Notice is mailed to each qualified beneficiary within 14 days of the occurrence of a qualifying event that results in a loss of coverage. Both notices are mailed by the State's contracted COBRA third-party administrator.

Unemployment Insurance

If employees are separated from their jobs under certain conditions, they may be eligible for unemployment insurance benefits. The amount an employee receives is based upon earnings and the terms and conditions of separation.

The Colorado Department of Labor and Employment (CDLE) administers this program. For information to file a claim for benefits visit colorado.gov/cdle/unemployment, or call 1-888-550-2800 or 303-813-2800.

Medicare Coverage

All State employees hired on or after April 1, 1986, are covered under Medicare, including former employees who return. Temporary employees are included unless the basis for employment is a fire, storm, snow, earthquake, flood, or similar emergency. The required percentage of the employee's gross wages is deducted from pay.

Medicaid

Colorado Medicaid is public health insurance for low-income Coloradans who qualify. Colorado Medicaid is funded jointly by a federal-state partnership and is administered by the Department of Health Care Policy and Financing. The Affordable Care Act provides a new simplified method for calculating income eligibility for Medicaid and Child Health Plan Plus (CHP+). This new method calculates eligibility for all programs based on what is called modified adjusted gross income (MAGI). The use of MAGI standardizes income eligibility rules across all states and all medical assistance and insurance affordability programs. For more information on income guidelines, call the Medicaid Customer Contact Center at 1-800-221-3943/TDD 1-800-659-2656.

Children's Health Insurance Program (CHIP)

CHIP provides low-cost health coverage to children in families that earn too much money to qualify for Medicaid. In some states, CHIP covers parents and pregnant women. Each state offers CHIP coverage, and works closely with its state Medicaid program. Routine "well child" doctor and dental visits are free of charge under CHIP. But there may be copayments for other services. Each state program has its own rules about who qualifies for CHIP. Employees who are interested can visit www.insurekidsnow.gov and select Colorado or call 1-877-543-7669 to see if their child(ren) qualify.

Dispute Resolution

Disputes may arise whenever people work together. Many conflicts arise out of differences of understanding, whether between supervisors and employees, or among peers. Most disputes can and should be resolved informally in the immediate work area as quickly as possible. The State Personnel System offers a number of dispute resolution processes. The appropriate process depends on the specific situation. If an employee cannot resolve an issue informally, they should contact their HR office immediately, as most dispute resolution processes have deadlines and specific requirements for filing a complaint.

Appeals

State employees who are dissatisfied with certain adverse actions affecting them have an opportunity to seek a review of those actions. Any employee considering filing an appeal or petition for a hearing should review the rules carefully. Contact the Office of Human Resources (OHR) at 719-226-4450 for filing details.

Downward Position Allocation & Examination Actions

Employees who are dissatisfied with a downward position allocation and certain examination actions may appeal directly to the State Personnel Director. Such appeals must be filed in writing to the proper address by the 10-day deadline specified in Personnel Board Rules and Personnel Director's Administrative Procedures.

Pay, Status, or Tenure

An employee whose current base pay, status, or tenure is adversely affected by any action, with some exceptions, can appeal to the State Personnel Board. Probationary employees have the same appeal rights as certified employees except the right to appeal a disciplinary action based on unsatisfactory performance. Such appeals must be filed in writing with the State Personnel Board within 10 calendar days after the employee receives written notice of the action being appealed.

Disciplinary/Corrective Action

Certified and trial service employees have the right to a Pre-Disciplinary meeting (information gathering meeting) with their Appointing Authority before any disciplinary action is imposed. Disciplinary action may include termination. Probationary employees do not have a right to a pre-disciplinary meeting.

“Whistleblower” Act

Employees may appeal actions under the State employee protection law, the “Whistleblower Act.” This law protects employees from retaliation for disclosing certain information as set by law. Employees who wish to know more about how such appeals are handled should contact the State Personnel Board.

Discrimination

Employees may file allegations of discrimination with the State Personnel Board or the Federal Equal Employment Opportunity Commission (EEOC). The State Personnel Board will refer the matter to the Colorado Civil Rights Division for an investigation. Refer to AR 1450-05, *Unlawful Discrimination/Discriminatory Harassment*.

Discretionary Hearings

The State Personnel Board has the discretion to grant hearings in certain areas that do not adversely affect pay, status, or tenure. All petitions for discretionary hearings have filing requirements. In most cases, employees have 10 calendar days from receipt of written notice of the action being appealed to file a formal appeal or petition for hearing with the State Personnel Board.

Grievances

The grievance process is an avenue to address problems that do not give rise to specific appeal rights. For example, individuals might grieve corrective actions, employee-supervisor relationships, shift and job location assignments, hours worked, or working facilities and conditions.

A grievance involves a step-by-step process in which the employee describes the grievance so it may be reviewed at various levels in the organization. The process begins by notifying the supervisor or second-level supervisor within 10 days of the specific occurrence. Refer to AR 1450-24, *DOC Employee Grievance System*.

If an employee's grievance reaches the point where a petition may be filed with the State Personnel Board, information and forms are available on the Department of Personnel and Administration, Division of Human Resources website at www.colorado.gov/dhr/forms. If the grievance alleges illegal discrimination, including retaliation or sexual harassment, the employee must send a notice to the State Personnel Board within 10 days of the alleged discrimination.

Director's Review Process

Employees may request a review of matters not covered by other dispute processes, including but not limited to FMLA, FLSA, removal of a name from an eligible list, or rejection of an application. All necessary information must be filed within 10 days of knowledge of the action taken.

Written decisions issued by the State Personnel Director regarding overtime-related and FMLA issues are considered to be the final administrative decision by the State.

Performance Management Dispute Resolution

The performance management dispute resolution process is an open, impartial process that is not a grievance or appeal.

State Employees' Mediation Program

The statewide mediation program is run out of the Colorado State Employee Assistance office and facilitated by trained mediators. Mediation is a facilitated problem solving approach to resolving disputes between individuals or work teams. It is a free and confidential process available to all employees in the State Personnel System. Mediation can be requested to resolve differences before they reach the grievance stage or after a grievance has been filed.

Employees who want to mediate a dispute and retain the right to grieve must also start the grievance process within the 10-day time limit. When the grievance process has been started, either party may request mediation. Deadlines required by the grievance process are suspended while mediation is occurring. Refer to AR1450-24, *DOC Employee Grievance System*.

Settlement

Parties are encouraged to resolve their appeals before the State Personnel Board, prior to a hearing through the settlement program.

Additional Resources

Colorado State Employee Assistance Program (C-SEAP)

The State's Employee Assistance Program, C-SEAP, is a free and confidential program for State employees and supervisors. C-SEAP provides professional assessment, referral, and short-term counseling service to State employees with work-related or personal concerns, which may involve alcohol or drug-related issues. C-SEAP is also a resource for supervisors and managers seeking individual managerial consultation, work-group organizational development, assistance with conflict resolution, or help with resolution of work-place traumatic events. Questions? Contact C-SEAP at 1-800-821-8154 or <https://www.colorado.gov/c-seap>.

Department ADA Coordinators

The Americans with Disabilities Act as Amended (ADAAA) requires that services, programs and activities of State departments, agencies and institutions of higher education be accessible to persons with disabilities. It prohibits discrimination against such persons in all aspects of the employment process.

The ADA also requires employers to provide reasonable accommodations to the known limitations of otherwise qualified applicants and employees with disabilities. The department also investigates complaints and facilitates the interactive process. Refer to AR 1450-35, *DOC Employees/Applicants with Disability* for more information.

State Office of Risk Management

The State Office of Risk Management (SORM) protects the State's human resource and property assets through the administration of the State's Liability, Safety and Loss Control, Property and Workers' Compensation programs. Risk Management is responsible for processing liability claims brought against State agencies and State employees. Immunity protection for liability for State departments and employees is provided under the terms of the Colorado Governmental Immunity Act (CGIA) (C.R.S. §24-10-101, et seq.). The self-insurance funds used to pay for liability, workers' compensation and property claims are created and governed by the Risk Management Act (C.R.S. §24-30-1501, et seq.).

Workers' Compensation Program

Risk Management manages the State's self-insured workers' compensation program. SORM works with a third-party administrator, to manage claims and provide services to reduce the cost of workers' compensation claims.

Employees are covered for injuries and illnesses sustained in the course and scope of State employment through a self-insurance program, administered by the State's Third Party Administrator. It is the employee's responsibility to immediately report any on-the-job injury or illness to their supervisor in order to receive workers' compensation benefits.

Lost time wages, medical expenses, and certain miscellaneous expenses may be paid for by this coverage. It is extremely important that employees report all accidents in a timely manner. In all cases of on-the-job injuries or illnesses, employees must notify their supervisor of the injury as soon as possible. Also, if the employee breaks a safety rule or is intoxicated at the time of the injury, workers' compensation benefits may be reduced.

Employees must seek medical assistance at a health care provider designated by their department. With a few exceptions, such as in an emergency situation, visits to a non-designated health provider will not be paid by the workers' compensation program. Refer to AR 1450-39, *Workers' Compensation*.

Liability Program

The State is self-insured for liability losses and is responsible for processing claims brought against State agencies and State employees. Immunity protection for liability for State departments and employees is provided under the terms of CGIA.

The self-insured liability program provides liability insurance coverage for State employees for liability arising from their actions within the course and scope of their State employment. The most common type of liability covered by this fund is for the operation of a State vehicle. The self-insured liability program will defend and pay any settlements or judgments against State employees while in the course of their employment, unless their conduct is determined to be willful or wanton. The State's program does not apply to certain institutions of higher education that do not participate in the State Risk Management Program.

Employees who are involved in an accident while driving a State vehicle should notify their supervisor immediately. Employees are responsible for filing any forms required by law enforcement agencies. Refer the other party or parties involved to Risk Management at 303-866-3848.

Employees who are driving a personal vehicle on State business and are involved in an accident will use their personal automobile insurance policy as the primary insurance for the incident. Physical damage (collision) and comprehensive coverage on personal vehicles is solely the responsibility of the employee.

Property Program

Risk Management manages the State's property insurance program through a combination of self-insurance and commercial insurance, which insures more than 6,000 properties with a value of over \$9 billion, including real and personal property owned by State departments, agencies, and institutions of higher education. Risk Management provides no coverage for employee-owned property.

Statewide Training & Development Center

Job-related and career enhancement courses may be provided to State employees at no cost or at a reduced cost as authorized by each department. Requests for training must be approved by the employee's appointing authority.

The Statewide Training & Development Center (STADC) is the State of Colorado's primary training facility. STADC strives to meet the professional development needs of State agencies by coordinating and providing educational opportunities for State employees at various stages in their careers. STADC offers industry-standard trainings with practical applications that improve performance, boost employee engagement and support the State's bottom line - serving Colorado. STADC's instructors consist of experienced staff members and renowned subject matter experts who cultivate a highly interactive learning experience. Workshops and trainings are offered at the Division of Human Resources or on-site at State agencies. In addition to the professional development opportunities currently available, State agencies may request custom training.

The Corrections Training Academy (CTA) exists to manage, create and deliver education and training for Colorado Department of Corrections employees. CTA plans, develops and evaluates education and training programs to improve professional performance and skill levels to elevate the correctional professional's ability to meet the goals and mission of the Colorado Department of Corrections. CTA practices are outlined in ARs 1500-01, 1500-02 and 1500-03.

The CTA's Mission is to create and maintain an environment where new employees are prepared for entry into the corrections profession, experienced employees are developed to their highest potential and all employees are empowered to achieve the highest standard of professionalism. This is accomplished through the development, delivery and management of the Basic Training Academy, In-Service Training, Advanced Training, Specialized Training, Professional Development and the Career Development/Succession Program. The CTA strives to align training with current policy, national standards and best practices.

Employee Discount Program

State employees have access to more than 10,000 name brands at retailers, restaurants, gyms and other national and local offers through the State's employee discount program, powered by BenefitHub (<https://stateofcolorado.benefithub.com>).

Working Together Foundation

Working Together Foundation is a non-profit private organization established by State employees and exclusively for State employees. Working Together provides emergency assistance to current or retired State employees in times of crises. One-time grants of up to \$500 are provided to assist permanent employees, having at least six months of State service, with basic living necessities such as housing, food, and medical expenses.

In keeping with its motto, "State Employees Helping State Employees," the foundation is funded solely by state employees' contributions. The Colorado Combined Campaign is the primary method of contribution (#1300); however, donations can be made directly to Working Together. Members of the Credit Union of Colorado may set up an electronic fund transfer from their account to Working Together. Direct payroll deductions are also available through CPPS and some colleges.

Employee Resources

Division of Human Resources

Website: www.colorado.gov/dhr

Phone: 303-866-3434 or 1-800-719-3434

HR offices

Employees and supervisors are first encouraged to contact their respective Department Human Resources office or Department Benefit Administrators with questions and issues.

DOC Office of Human Resources

Phone: 719-226-4450

Employee Relations Unit

doc_employeerelations@state.co.us

719-226-4445

Employee Wellness Program

Website: www.colorado.gov/wellness

Email: state_wellness@state.co.us

Phone: 303-866-3892

Colorado State Employee Assistance Program (C-SEAP)

Website: www.colorado.gov/c-seap

Email: 303-866-4314 or toll free: 1-800-821-8154

State Personnel Board

Website: www.colorado.gov/spb

Phone: 303-866-3300

Employee Benefits Unit

Website: www.colorado.gov/dhr/benefits

Email: state_benefits@state.co.us

Phone: 303-866-3434 or toll free: 1-800-719-3434

Compensation & Leave Unit

Website: www.colorado.gov/compensation

Email #1: dpa_jobevalcomp@state.co.us

Email #2: dpa_state_leavecoordinator@state.co.us

Phone: 303-866-4895

Human Resources Consulting Services Unit

Website: www.colorado.gov/dhr/hrconsulting

Email: hrs.consulting.services@state.co.us

Phone: 303-866-2171

Risk Management Unit

Website: www.colorado.gov/dhr/riskmanagement

Email: dpa_rm@state.co.us

Phone: 303-866-3848 or toll free: 1-800-268-8092

Public Employees' Retirement Association (PERA)

Website: www.copera.org

Phone: 303-832-9550 or toll free: 1-800-759-7372

Credit Union of Colorado

Website: <https://www.ccu.org><https://www.ccu.org/>

Phone: 303-832-4816 | Toll Free 1-800-444-4816

Working Together Foundation

Website: <https://sites.google.com/a/state.co.us/working-together-foundation/>

Phone: 303-831-8645

**COLORADO**

It's our nature.™