



Classified Employee Handbook

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

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A Message from the Chief Human Resources Officer

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!

Sincerely,

A handwritten signature in black ink that reads "Kim Burgess".

Kim Burgess
Chief Human Resources Officer, State of Colorado
Department of Personnel & Administration, Division of Human Resources

Classified Employee Handbook

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The information in the State of Colorado Classified Employee Handbook is provided for the convenience of members of the State of Colorado 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 any 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.

This 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.



Human Resources

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.



Division of Human Resources
Colorado.gov/dhr



HR Offices
Colorado.gov/dhr/contact

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.

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

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.



Federal Laws
www.dol.gov



Colorado Revised Statutes
www.lexisnexis.com/hottopics/Colorado



Colorado Constitution
www.lexisnexis.com/hottopics/Colorado

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

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.



Universal Policies
Colorado.gov/dhr/universalpolicies



**Personnel Board Rules and Directors
Administrative Rules**
Colorado.gov/spb/rules

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.

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. However, 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.

Outside Employment

Employees must get advance, written approval from their appointing authority before engaging in outside employment. 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. Failure to obtain approval before beginning outside employment may result in corrective and/or disciplinary action.



Independent Ethics Commission
www.colorado.gov/iec



Independent Ethics Commission Handbook
www.colorado.gov/iec

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 runs from April to March of each year. Employees in classified positions must be evaluated at least once a year.

Job Changes

Job Evaluation & Position Allocation

Job positions in the State Personnel System are assigned to a specific class or job level. If the permanent duties of a State job changes significantly, that position may be reallocated. 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 reallocated 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 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. 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.

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 p.m., except for legal holidays. Most State offices are open for business at 8 a.m. and some remain open later than 5 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.

Flexible Work Arrangements

Flexible work life arrangement programs are designed to promote flexibility and innovation in job design, work hours, location, environment, leave policies, and benefits in order to create an environment that encourages positive, efficient, and productive solutions.

Each principal department, agency and institution of higher education has a policy in place for flexible work arrangements, flextime, and flexplace. 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.

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.

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.



Statewide Compensation
www.colorado.gov/dhr/compensation



Annual Compensation Plans & Reports
www.colorado.gov/dhr/compensationplans

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. Payments are made on 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; typically 40 hours (law enforcement and health care may have different designated work periods).

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.

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 Premiums

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.

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.

Reimbursing 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.

Reimbursable Expenses

Employees are entitled to reimbursement for travel expenses incurred in 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. Each principal department, agency and institution of higher education has a process to request leave and report absences. 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.

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.

Years of service	Hours earned per month	Maximum accrual
1 st - 5 th year	8 hours (1 day)	192 hours (24 days)
6 th - 10 th year	10 hours (1 ¼ day)	240 hours (30 days)
11 th - 15 th year	12 hours (1 ½ days)	288 hours (36 days)
16 th - on	14 hours (1 ¾ days)	336 hours (42 days)

Holidays

Ten 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 or unpaid leave in the month) to observe each legal holiday designated by law, the Governor, or the President. Appointing authorities may designate alternative holiday schedules for the fiscal year.



Statewide Leave
www.colorado.gov/dhr/leave-time



Holiday Calendars
www.colorado.gov/dhr/leave-time

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.

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).

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. Bereavement leave is granted for any unpaid leave in a month.



Workers' Compensation
www.colorado.gov/dhr/workerscomp

Members of the National Guard, Reserve or National Disaster Medical Service are granted up to 15 working days of authorized military leave each calendar year, for encampment, reserve or equivalent training, or active service for declared emergencies. Unpaid leave is granted after exhaustion of the 15 workdays. 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.

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 may 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 department shall adopt and communicate a policy on whether the leave will be unpaid or paid. If paid, the policy shall address the amount and type of paid leave, specifically the substitution of annual leave or use of administrative leave.

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 520 hours of family medical leave (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.

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 may 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 30 calendar days due to a personal health condition. Appointing authorities may require a Fitness-To-Return Certificate for absences of 30 days or less, based on the nature of the health condition in relation to the job assignment. A certificate may be required for intermittent leave every month under certain circumstances.

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.

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 (including those defined as common-law and same-sex legally married)
- Civil union partner
- Same-gender domestic partner
- Eligible children under the age of 26 (the employee's child or employee's spouse's or partner's child)
- Eligible children of any age who were disabled prior to age 26
- Children under legal guardianship

Enrollment

Where to Enroll: Benefitsolver.com

Enrollment is completed through the State's online benefits administration portal, Benefitsolver (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 next 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.



Employee Benefits
www.colorado.gov/dhr/benefits



BenefitSolver
benefitsolver.com



State of Colorado Employee Benefits Guide
www.colorado.gov/dhr/benefits

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
- Registering a Domestic Partner
- Divorce
- Birth
- Adoption
- Death
- Change in Number of Dependents
- Change in Employment Status – beginning or end of employment for the employee or employee’s spouse/domestic partner; beginning of or return from an unpaid leave of absence; going from benefits-eligible to benefits-ineligible (or vice versa); beginning or ending Family Medical Leave
- Dependent Losing Eligibility – dependent child reaches the maximum age of 26
- Dependent Gaining Eligibility
- Change in Health Coverage – significant change in health care coverage for an employee or their spouse/domestic partner
- Retirement
- Relocation

Health Insurance

The State of Colorado offers four medical plan options. Two options are self-insured by the State and are administered by UnitedHealthcare (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 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). Cancelling 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 of 8 percent are tax deferred, which means reduced current state and federal income taxes (State Troopers and CBI Agents 10 percent). Questions about membership benefits should be directed to PERA.



PERA
www.copera.org/

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. New employees in higher education institutions hired into the State Personnel System do not have a choice and are enrolled in 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

Employees on a State-sponsored benefit plan are eligible to receive up to \$20 off of their monthly benefit's premium by participating in activities on CaféWell (www.colorado.gov/wellness). Participants accumulate CaféWell Points as they complete the activities that make the most sense for them throughout the year. Employees who want the full \$20 incentive, need to earn 20 or more points each month. Any un-redeemed points will rollover to the next month.

Points are awarded once activities are complete, and will be redeemed at the end of each month. Those points will then provide the incentive on the following month's paycheck. The incentive is applied directly to employees' monthly health insurance premium.

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.



Wellness Program
www.colorado.gov/dhr/wellness



CaféWell
www.colorado.gov/wellness

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. Employees should contact their HR office for filing details and forms.

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. It is recommended that employees first contact the human resources office within the department to see if an appeal can be resolved informally; however, that does not extend the 10-day limit for filing an appeal.

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.

“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.

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

A grievance 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, as provided in a State department's grievance procedure. There are time limits and may be forms within each specific department.

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. Employees should contact their HR office for forms and filing details. 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. Each principal department and institution of higher education is required to have a documented internal performance management dispute resolution process, which is found in the published individual department or higher education institution Performance Program.

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 to 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.

Settlement

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

Additional Programs

Colorado State Employee Assistance Program (C-SEAP)

C-SEAP is a free and confidential employee assistance 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. 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.

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 ADAAA also requires employers to provide reasonable accommodations to the known limitations of otherwise qualified applicants and employees with disabilities. Each State department, agency, and institution of higher education has designated an ADAAA coordinator who investigates complaints and facilitates the interactive process. The coordinator is the main contact for resources on accessibility and accommodation

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.).



C-SEAP
www.colorado.gov/c-seap



State Office of Risk Management
www.colorado.gov/dhr/riskmanagement

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.

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.

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.

Credit Union of Colorado

Most State employees are eligible to join the Credit Union of Colorado.



Statewide Training & Development
www.colorado.gov/pacific/dhr/training



Working Together Foundation
<https://sites.google.com/state.co.us/working-together-foundation>



Employee Discount Program
<https://stateofcolorado.benefithub.com>



Credit Union of Colorado
<https://www.ccu.org>

Employee Resources

Division of Human Resources

Website: www.colorado.gov/dhr

Email: state_benefits@state.co.us

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.

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>

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.™