
The Importance of Updating Employee Notices

Local governments, like all other employers, are required to post certain notices for their employees. The State of Colorado and the U.S. Department of Labor usually post a list of notices required and often have sample notices that can be downloaded for free.

The State of Colorado posts its list and samples here: <http://www.colorado.gov/cs/Satellite/CDLE-LaborLaws/CDLE/1249907618881>.

That list includes the Colorado Minimum Wage Order #30, the Colorado Anti-Discrimination Law, the Colorado Worker's Compensation Act, Notice to Employer of Injury, & Notice of Paydays.

Just a reminder that some of the state posters don't say that the rules on the posters do not all apply to local governments (some do and some don't). For additional information on the applicable definitions, consult your HR representative, your county attorney, or Cynthia Barnes at CTSI.

The federal lists and samples may be found here: <http://www.dol.gov/whd/resources/posters.htm>, and there is also a list on the Colorado state website link listed above, with links. It is not guaranteed to be complete, so the best source is the Department of Labor link.

The laws listed for the Federal agency include federal minimum wage (less than Colorado's), Employees working on U.S. Government Contracts and Federally financed construction project notices, the Employee Polygraph Protection Act Notice, the Family and Medical Leave Act notice, the USERRA notice, the EEO notice, and others. Also a special posting for state and local government employees is at this link: <http://www.dol.gov/whd/regs/compliance/posters/wh1385State.pdf>.

What This Means to Counties

Failure to post as required is a violation of the Colorado and Federal laws and can result in fines and penalties. Generally, you can assume that a poster should be posted in the lunchroom or general meeting rooms or places where all employees can see the postings, for each physical location or building that county employees or contractors report to. It's an easy violation for an auditor to check, so don't overlook this important requirement.

For more information, contact CTSI at 303-861-0507.