
The Importance of Updating Employees 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.

State of Colorado

The State of Colorado posts a list of required federal or state law posters at: <https://www.colorado.gov/pacific/dhr/required-employment-posters>. Required posters include a Notice to Employees, Workers' Compensation 4 Day Notice, Safety in the Workplace, Workplace Violence, and Drug-Free Workplace posters.

For additional information you can visit, the Colorado Department of Labor and Employment Laws, Regulations, and Guidance page at <https://www.colorado.gov/pacific/cdle/laws-regulations-guidance>. This site includes documents that cover laws and regulations, complaint forms, employment eligibility forms, fact sheets, resources guides, and posters. There is also a section containing forms in Spanish. The following documents are an example of the site's contents: Colorado Minimum Wage Order #33, the Employment Verification Law, General Employment Laws Fact Sheet, and Colorado Notice of Paydays Poster.

Some state posters do not specify that the rules on the posters do not all apply to local governments. This

varies, so for additional information on the applicable definitions, consult your HR representative, your county attorney, or Senior Human Resource Specialist Dana Mumeey at CTSI.

Federal Posters

Federal lists and samples can be found at: <https://www.dol.gov/general/topics/posters>. Federal posters at this site include workplace posters such as the federal minimum wage (less than Colorado's), workplace posters of special interest to special contractors, and a list of applicable laws and regulations. To help you determine what federal notices you need, you may use the elaws Poster Advisor at <http://webapps.dol.gov/elaws/posters.htm>.

What This Means to Counties

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

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