



1961 Diamond Springs Road
Virginia Beach, VA 23455
Phone (757) 460-6308
Fax (757) 460-0317

COLORADO EMPLOYEES

MANCON Employees,

Included in this packet is the following information:

1. Anti-Discrimination Poster
2. Drug Free Workplace
3. Minimum Wage Poster
4. Notice to Employees regarding Unemployment Insurance
5. Safety in the Workplace
6. Workers Compensation
7. Workplace Violence

If you have any questions, please contact your supervisor.

Thanks,
Human Resources

If you need an accommodation for a disability in order to file a complaint, please contact the Division for assistance.

www.dora.state.co.us/civil-rights

If you are Hearing Impaired, to call CCRD, dial: 711
Bilingual staff available (Spanish/English)

DENVER

1560 Broadway, Suite 1050
Denver, Colorado 80202
303.894.2997/800.262.4845
email: CCRD@dora.state.co.us
fax: 303.894.7830

GRAND JUNCTION

222 South 6th Street, Suite 301
Grand Junction, CO 81501
970.248.7303 or 970.248.7304
email: CCRD@dora.state.co.us
fax: 970.242.1262

PUEBLO

200 West B Street, Suite 234
Pueblo, CO 81003
719.542.1298
email: CCRD@dora.state.co.us
fax: 303.869.0498



DORA is dedicated to preserving the integrity of the marketplace and is committed to promoting a fair and competitive business environment in Colorado. Consumer protection is our mission.



*Consumer protection
is our mission*

Colorado Civil Rights Division Department of Regulatory Agencies

1560 Broadway, Suite 1050
Denver, Colorado 80202
303.894.2997/800.262.4845 telephone
303.894.7830 fax
V/TDD: Dial 711 for Relay Colorado
www.dora.state.co.us/civil-rights

Colorado's Anti-Discrimination Law Regarding Employment



Colorado Civil Rights Division



Dora
Department of Regulatory Agencies



Examples of Prohibited Discriminatory Practices Could Be:

- Hiring
- Promotion/Demotion
- Harassment
- Sexual Harassment
- Unequal Compensation/Benefits
- Termination
- Constructive Discharge
- Aiding and abetting a discriminatory practice
- Terms and Conditions of Employment
- Advertising

What is the time limit for filing a complaint?

The statute of limitations is six months from the date of the alleged discriminatory act.

Filing a Complaint:

- If you believe that you have been subjected to illegal discrimination, or you would like additional information, you may contact the Colorado Civil Rights Division.
- If it is determined that a basis for filing a claim exists, you will be provided with an intake packet that you need to complete in its entirety. Once the Division receives the completed forms it will initiate the filing process.
- When the claim is filed, the Division will initiate an investigation by serving it on the employer. The employer is expected to submit a written response to the charge within a specified period of time.
- The Colorado Civil Rights Division is a neutral investigatory agency and does not provide you with an attorney or otherwise act as your advocate. If you wish to be represented by legal counsel, you must do so at your own expense.

- When the Division receives a copy of the employer's response to your claim, it will be send to you. Due to the high costs incurred in printing, we will not always provide a copy of every document. However, if you wish to have a copy of all documents, they can be provided for you to have at a nominal fee. Upon request, you may also merely review the information in the case file.



- You will be provided with an opportunity to submit a written response to the employer's position within a specified period of time.
- During the investigation, a Division representative may contact witnesses or conduct an on-site visit.
- After the investigation has been completed, the Director of the Colorado Civil Rights Division, or the Director's designee, will issue a decision.
- If the facts do not support your allegation of discrimination, the Director will dismiss the case. You may appeal the decision to the Colorado Civil Rights Commission within 10 days. Along with the dismissal, you will be issued a right-to-sue notice, and you will have ninety days from the date of dismissal to file suit in district court if you wish to pursue your claim.
- If the facts support your allegation of discrimination, the Director will issue a probable cause finding. The Division will then attempt to resolve your case through conciliation. Participation by both parties in the conciliation process is mandatory. If conciliation is successful, the case will be closed with a settlement. If conciliation is not successful, the case may be taken to public hearing. If it is not taken to hearing, it will be dismissed and you will have 90 days to file suit in district court.

Colorado law prohibits discrimination in employment based on:

- Race
- Color
- National Origin
- Ancestry
- Creed
- Religion
- Sex
- Sexual Orientation
- Age (40 through 69)
- Disability
- Marriage to a co-worker
- Retaliation for engaging in a civil rights-protected activity

Who is Regulated?

- Employers
- Employment Agencies
- Labor Organizations
- On the job training and vocational training programs and schools

La parte que presenta la queja tiene la opción en cualquier momento de demandar en una corte estatal o federal con los servicios de su propio abogado.

Si es discapacitado y necesita asistencia especial para presentar una queja de discriminación, por favor llámenos para pedir ayuda.

Este folleto proporciona información sobre discriminación y justicia en la vivienda. Es publicado por la División de Derechos Civiles en el Departamento Estatal de Agencias Reguladoras de Colorado, en colaboración con el Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos.

www.dora.state.co.us/civil-rights

Personas con problemas auditivos: 711

DIVISIÓN DE DERECHOS CIVILES
Asistencia Bilingüe (Español/Inglés)

DENVER

1560 Broadway, Suite 1050
Denver, Colorado 80202
303.894.2997/800.262.4845
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DISCRIMINACIÓN EN LA VIVIENDA EN COLORADO

¿Qué es?
¿Qué puedo hacer?



**Colorado
Civil Rights Division**



Dora
Department of Regulatory Agencies



Prácticas discriminatorias prohibidas por la Ley de Vivienda Justa

- No aceptar mostrar, rentar, vender, traspasar o ceder una vivienda.
- Imponer diferentes condiciones, términos o cuotas a personas que buscan vivienda.
- Imponer términos y condiciones discriminatorias a personas que solicitan préstamos para vivienda o hipotecas, como por ejemplo, tasas de interés más altas.
- Aislamiento, segregación o separación en la vivienda.
- Respetar acuerdos que niegan vivienda a personas que pertenecen a una de las categorías protegidas por la ley.
- Anunciar preferencias o limitaciones discriminatorias en la vivienda.
- Tomar represalias en contra de un empleado o representante de la compañía porque respeta la ley de vivienda justa.
- Discriminar en contra de alguien porque inició un juicio sobre discriminación o participó en investigaciones sobre justicia en la vivienda.
- Acosar, intimidar, amenazar o tomar represalias contra cualquier persona que haga valer sus derechos en materia de justicia en la vivienda o asista a otras en el ejercicio de tal derecho.
- Acosar, amenazar, intimidar o tomar represalias en contra de alguien en razón de su raza, creencias, color, religión, origen nacional, antepasados, sexo, estado civil o discapacidad, estado familiar (familias con menores de 18 años o mujeres embarazadas), u orientación sexual.

Protecciones adicionales para Discapacitados

- No se puede negar cambios razonables a reglas, políticas, prácticas y servicios, los cuales tendrían el efecto de asegurar la igualdad en el uso de la vivienda a una persona discapacitada.
- No se le puede negar a una persona discapacitada el permiso a modificar su vivienda bajo su propio costo.

- Esta prohibido construir apartamentos, townhouses o condominios que no son accesibles a personas con discapacidades.

¿Cuáles el tiempo limite para presentar una queja?

Un año a partir de la Feiha del último acto de discriminación.

Queja de Discriminación

La Division de Deizchos Civiles es una agencia investigadora que es neutral y no representa a ninguna de las partes. La División de Derechos Civiles (CCRD) redacta un documento llamado queja de discriminación

- Sin costo para quien presenta la queja
- No se requiere abogado

La CCRD notifica su queja al demandado y le pide una contestación.

La CCRD recibe la contestación y documentos del demandado.

Si las dos partes están interesadas, CCRD puede intentar una mediación o discutir un acuerdo para resolver el problema.

La parte que presenta la queja tiene la oportunidad de responder a la información presentada por el demandado y ofrecer información que apoye su queja.

Si los hechos no prueban una causa probable, su caso es desechado. La parte quejosa tiene la oportunidad de apelar la decisión con la Comisión de Derechos Civiles de Colorado.

Si hay causa probable, se ordena una conciliación. Es obligatoria la participación de todas las partes. Si la conciliación es exitosa el caso será cerrado con un acuerdo. Si no se logra un acuerdo de conciliación el caso es presentado en audiencia pública.

Posibles resultados en la Conciliación o audiencia pública:

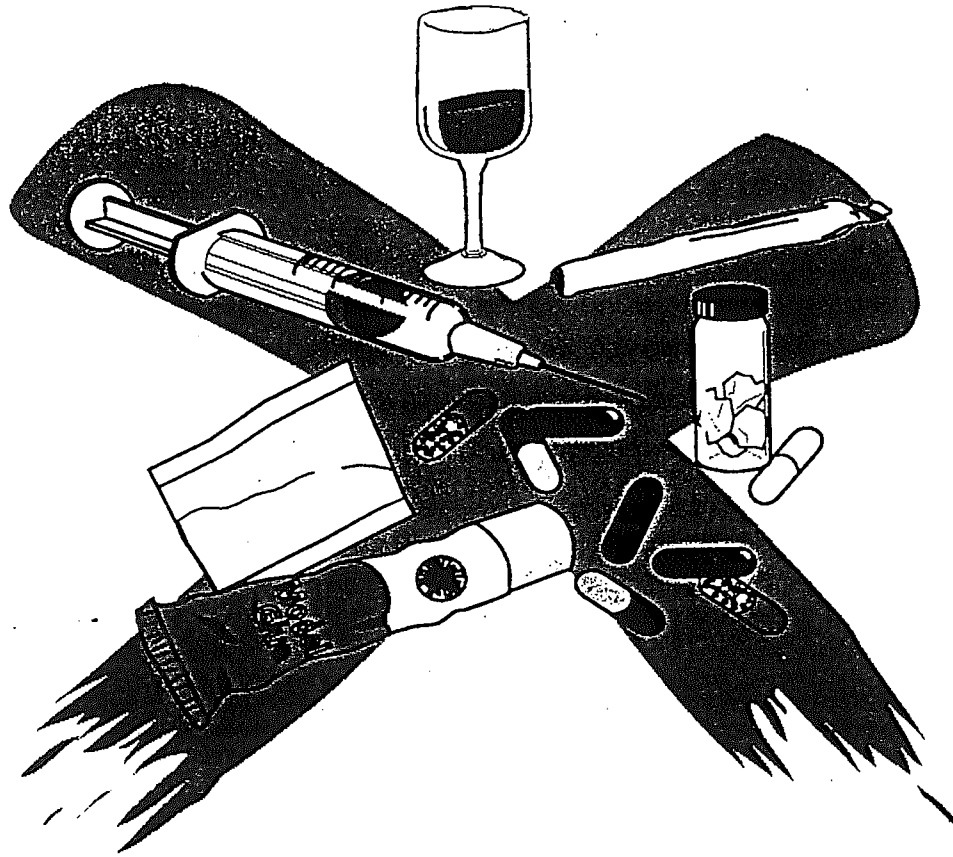
- Capacitación al demandado en materia de vivienda justa
- Acceso a la vivienda
- Daños

Ley de Vivienda

Las leyes federales y estatales prohíben discriminación en la vivienda basada en:

- Raza
- Color
- Credo (solo ley estatal)
- Religión
- Origen nacional
- Antepasados/Anectros (solo ley estatal)
- Sexo
- Estado Civil (solo ley estatal)
- Orientación Sexual (solo ley estatal)
- Discapacidad
- Estado Familiar: Familias con menores de 18 años o mujeres embarazadas
- Represalias por participar en una actividad protegida por la ley de devehos civiles

State of Colorado A Drug-Free Workplace



The State of Colorado has a vital interest in maintaining a safe, healthful and efficient working environment for its employees, clients and the public. Employees impaired by alcohol or other drugs during work hours may pose safety and health risks, not only to themselves, but to others.

Therefore, to ensure a safe working environment, it is the policy of the State of Colorado that use of alcohol, other drugs or controlled substances is prohibited. Likewise, it is the policy of the State of Colorado that illegal possession, manufacture, use or sale or transfer of controlled substances on state property or during work hours by its employees is prohibited.

Violations of this policy will be just cause for management/supervisor intervention that may result in referral to mandatory treatment and/or corrective or disciplinary actions, up to and including termination.



COLORADO MINIMUM WAGE ORDER 25 POSTER

COLORADO DEPARTMENT OF LABOR AND EMPLOYMENT
DIVISION OF LABOR

\$7.28

per hour effective
January 1, 2009

\$7.02

per hour effective
January 1, 2008

\$6.85

per hour effective
January 1, 2007

Regulates wages, hours, overtime, and working conditions for covered employees in the following industries:
Retail and Service, Commercial Support Service, Food and Beverage, and Health and Medical.

MINIMUM WAGE

Minimum wage shall be paid to all adult employees and emancipated minors whether employed on an hourly, piecework, commission, time, task, or other basis. This minimum wage shall be paid to employees who receive the state or federal minimum wage.

WORKDAY

Any consecutive twenty-four (24) hour period starting with the same hour each day and the same hour as the beginning of the workweek. The workday is set by the employer and may accommodate flexible work shift scheduling.

WORKWEEK

Any consecutive seven (7) day period starting with the same calendar day and hour each week. A workweek is a fixed and recurring period of 168 hours, seven (7) consecutive twenty-four (24) hour periods.

OVERTIME

Employees shall be paid time and one-half of the regular rate of pay for any work in excess of: (1) forty (40) hours per workweek; (2) twelve (12) hours per workday; or (3) twelve (12) consecutive hours without regard to the starting and ending time of the workday (excluding duty free meal periods), whichever calculation results in the greater payment of wages. Hours worked in two or more workweeks shall not be averaged for computation of overtime. Performance of work in two or more positions at different pay rates for the same employer shall be computed at the overtime rate based on the regular rate of pay for the position in which the overtime occurs, or at a weighted average of the rates for each position, as provided in the Fair Labor Standards Act.

**TIPPED EMPLOYEE
MINIMUM WAGE**

\$4.26 per hour effective January 1, 2009

\$4.00 per hour effective January 1, 2008

\$3.83 per hour effective January 1, 2007

A tipped employee is defined as any employee engaged in an occupation in which he or she customarily and regularly receives more than \$30.00 a month in tips. Tips include amounts designated as a "tip" by credit card customers on their charge slips. Nothing herein contained shall prevent an employer covered hereby from requiring employees to share or allocate such tips or gratuities on a pre-established basis among other employees of said business who customarily and regularly receive tips. Employer-required sharing of tips with employees who do not customarily and regularly receive tips, such as management or food preparers, or deduction of credit card processing fees from tipped employees, shall nullify allowable tip credits towards the minimum wage authorized in section 3(c). No more than \$3.02 per hour in tip income may be used to offset the minimum wage of tipped employees.

REST PERIODS

Every employer shall authorize and permit rest periods, which insofar as practicable, shall be in the middle of each four (4) hour work period. A compensated ten (10) minute rest period for each four (4) hours or major fractions thereof shall be permitted for all employees. Such rest periods shall not be deducted from the employee's wages. It is not necessary that the employee leave the premises for said rest period.

MEAL PERIODS

Employees shall be entitled to an uninterrupted and "duty free" meal period of at least a thirty minute duration when the scheduled work shift exceeds five consecutive hours of work. The employees must be completely relieved of all duties and permitted to pursue personal activities to qualify as a non-work, uncompensated period of time. When the nature of the business activity or other circumstances exist that makes an uninterrupted meal period impractical, the employee shall be permitted to consume an "on-duty" meal while performing duties. Employees shall be permitted to fully consume a meal of choice "on the job" and be fully compensated for the "on-duty" meal period without any loss of time or compensation.

UNIFORMS

Where the wearing of a particular uniform or special apparel is a condition of employment, the employer shall pay the cost of purchases, maintenance, and cleaning of the uniforms or special apparel. If the uniform furnished by the employer is plain and washable and does not need or require special care such as ironing, dry cleaning, pressing, etc., the employer need not maintain or pay for cleaning. An employer may require a reasonable deposit (up to one-half of actual cost) as security for the return of each uniform furnished to employees upon issuance of a receipt to the employee for such deposit. The entire deposit shall be returned to the employee when the uniform is returned. The cost of ordinary wear and tear of a uniform or special apparel shall not be deducted from the employee's wages or deposit.

RECOVERY OF WAGES

An employee receiving less than the legal minimum wage is entitled to recover in a civil action the unpaid balance of the full amount of such minimum wage, together with costs of the suit pursuant to § 8-6-118, C.R.S.

DUAL JURISDICTION

Whenever employers are subject to both federal and Colorado law, the law providing greater protection or setting the higher standard shall apply. For information on federal law contact the nearest office of the U. S. Department of Labor, Wage and Hour Division, 1999 Broadway, Suite 2445, PO Box 46550 Denver, CO 80201-6550. Telephone (720) 264-3250.

MUST BE POSTED IN AN AREA FREQUENTED BY EMPLOYEES WHERE IT MAY BE EASILY READ

www.coworkforce.com/lab | 303-318-8441 | 1-888-390-7936



NOTICE TO WORKERS

You, as an employee, are entitled to unemployment insurance benefits if you become unemployed through no fault of your own. Your employer pays unemployment insurance tax and cannot deduct this from your wages.

If you become unemployed and wish to file for unemployment insurance benefits, call one of the following numbers:

- ☎ **303-318-9000**
(Denver-metro area)
- ☎ **1-800-388-5515**
(Outside Denver-metro area)
- ☎ **TDD 303-318-9016**
(Hearing Impaired, Denver-metro area)
- ☎ **TDD 1-800-894-7730**
(Hearing Impaired, Outside Denver-metro area)

If your hours of work and pay are reduced, you may be entitled to partial unemployment benefits.

Be sure to have your social security number and the name and address of your last employer available when you call to file a claim for unemployment insurance benefits.

AVISO PARA EMPLEADOS

Usted, como empleado, tiene derecho a los beneficios del seguro de desempleo si se encuentra desempleado y no es responsable por la separación. La compañía paga los impuestos del seguro de desempleo y no puede deducirlos de su sueldo.

Si usted se encuentra desempleado y desea reclamar los beneficios del seguro de desempleo, llame uno de los números siguientes:

- ☎ **303-318-9000**
(Área de Denver)
- ☎ **1-800-388-5515**
(Fuera de la área de Denver)
- ☎ **TDD 303-318-9016**
(Si tiene impedimento auditivo y vive dentro de la área de Denver)
- ☎ **TDD 1-800-894-7730**
(Si tiene impedimento auditivo y vive fuera de la área de Denver)

Si se han reducido sus horas de trabajo y su pago, es posible que tenga derecho a los beneficios parciales del seguro de desempleo.

Asegurese de tener su numero del seguro social y el nombre y la dirección de su empleo mas reciente cuando llame para establecer su reclamo del seguro de desempleo.

Employers may obtain additional copies of this poster from:
Colorado Department of Labor and Employment
Unemployment Insurance Program
P.O. Box 8789
Denver, Colorado 80201-8789
303-318-9100 or 1-800-480-8299

THE EMPLOYER IS REQUIRED BY LAW TO POST THIS NOTICE,
Colorado Employment Security Act (CESA), 8-74-101(2); Regulations Concerning Employment Security 7.3.1 through 7.3.5

SAFETY IN THE WORKPLACE

D0138 89
STATE OF COLORADO

EXECUTIVE CHAMBERS
136 State Capitol
Denver, Colorado 80203-1792
Phone (303) 856-2471



Roy Romer
Governor

EXECUTIVE ORDER

SAFETY IN THE WORKPLACE

WHEREAS, injuries and illnesses in state workplaces impose a substantial burden upon the public employee in terms of personal tragedy and increased medical costs, and to the public employer in terms of lost efficiency and production, economic costs of retraining and replacement of injured and ill employees, lost production, workers' compensation payments, and health insurance costs; and

WHEREAS, the public employees of the State of Colorado deserve a workplace free from recognized hazards which cause death or harm; and

WHEREAS, it is appropriate for the State of Colorado to provide every state employee safe working conditions to the greatest extent possible;

WHEREAS, employees must be encouraged to report safety hazards; and,

WHEREAS, the state should undertake to promptly investigate and correct safety deficiencies; and

WHEREAS, on May 30, 1989, I issued Executive Order D0122 89, giving a directive to all executive branch departments concerning the implementation of the revised Worker's Compensation Insurance Program to be administered by the Division of Risk Management, the provisions of which are reaffirmed and incorporated into this Executive Order by this reference;

NOW THEREFORE, I, Roy Romer, Governor of the State of Colorado, under the authority vested in me under the constitution and laws of the State of Colorado, ORDER:

1. The State of Colorado will attempt to provide a safe and healthful workplace to its employees, free from recognized hazards that are causing or are likely to cause death or serious physical harm to its employees;

EXECUTIVE ORDER
SAFETY IN THE WORKPLACE
Page 2

2. The Governor's cabinet level safety committee ("Cabinet Safety Committee") having been established in Executive Order D0122 89 shall include the executive directors of all departments and shall meet periodically to review and evaluate the progress made in the implementation of this Executive Order and Executive Order D0122 89.
3. As directed in Executive Order D0122 89, each executive director and/or chief executive officer of a higher education institution shall establish a safety committee, ("Safety Committee") for the agency. The purpose of the Safety Committee will be to establish agency safety policies and procedures; to review the efficiency of such policies and procedures during the course of the year; and to evaluate and coordinate with the state Risk Manager's Office recommended changes and actions necessary to have the safest possible work environment. Each of these safety committees should have the executive director or college/university president as its chief member and the participation of employees and/or employee representatives. The purpose of establishing such committees is to ensure that issues affecting employee safety will be dealt with at the highest organizational levels.
4. The Division of Risk Management and the Safety Committee established by each executive director or president of each institution shall establish reasonable occupational safety health standards that protect the health and safety of state employees. The Division of Risk Management and the Safety Committee shall request assistance including information and materials from the Occupational Safety and Health Administration on employee safety in the workplace. The Division of Risk Management and the Health Safety Committee shall determine what parts, if any, of the relevant Occupational Safety and Health Standards might be used as guidelines in establishing the occupational and safety health rules for the agency. Each agency shall report on its progress in implementing the provisions of this paragraph and the remainder of this Executive Order to the Governor no later than January 31, 1990.
5. The Office of Risk Management working with the executive directors of the respective agencies is directed to establish procedures to ensure that all health and safety concerns identified by employees are brought to the immediate attention of the department head or president of an institution, are promptly and thoroughly investigated, and unsafe conditions are corrected as soon as possible.

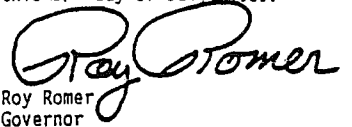
D0138 89

EXECUTIVE ORDER
SAFETY IN THE WORKPLACE
Page 3

D0138 89

6. Employees shall be protected against retaliation for filing complaints and testifying with respect to health and safety issues. Classified employees are protected under State Personnel Board Rule 1-4-3(e). All employees are protected under the Whistleblower Act, C.R.S. 24-50.5-101 at seq. Any complaint regarding such retaliation shall be investigated by the Department of Personnel.
7. The Department of Administration's Division of Risk Management will be in charge of the overall coordination of this Executive Order. The Division shall make quarterly reports to the Office of State Planning and Budgeting (OSPB) concerning the Division's discharge of its policy and fiscal responsibilities under this Executive Order and Executive Order D0122 89.
8. Copies of this Executive Order shall be distributed to all state departments and agencies and shall be displayed in prominent locations in their offices and facilities, particularly those locations in which employees notices are generally posted.

Given under my hand and the Executive
Seal of the State of Colorado,
this 29th day of July, 1989.


Roy Romer
Governor



WORKERS' COMPENSATION ACT

LEY DE LA COMPENSACIÓN DE LOS TRABAJADORES

NOTICE TO EMPLOYEES

AVISO A LOS EMPLEADOS

**Your employer is insured under the above-named law by:
Su empleador está asegurado bajo esta ley por:**

If you are injured or sustain an occupational disease while at work, you may be entitled to compensation benefits as provided by law. WRITTEN NOTICE MUST BE GIVEN TO YOUR EMPLOYER WITHIN 4 WORKING DAYS OF THE ACCIDENT. If you fail to report your injury or occupational disease promptly, Loss of Benefit penalties may be assessed against you.

No compensation is payable for the first 3 days' disability unless the period of disability exceeds two weeks. Thereafter, the compensation rate while disabled is 2/3 of your average weekly wage, subject to a statutory maximum determined annually as provided by law.

You are entitled to reasonable and necessary medical, surgical and hospital treatment for treatment of injuries or occupational diseases. In all cases of injury, the employer or insurer has the right in the first instance to select the physician. If a physician is not designated by the employer or insurer, you may select the services of a licensed physician or chiropractor.

You are hereby notified that if a child support obligation is owed, compensation benefits may be attached and payment of the child support obligation may be withheld and forwarded to the obligee pursuant to sections 8-42-124 and 26-13-122(4), C.R.S.

The physicians designated by your employer's insurance carrier are:

In addition to any reports the employer is required to file, an injured employee may file his own claim for compensation and medical benefits in order to protect his future rights. To obtain claim forms or if your compensation is not paid promptly during your disability, or if you wish any information concerning your rights under the Workers' Compensation Act, write the Colorado Division of Workers' Compensation, 1515 Arapahoe Street, Denver, CO, 80202-2117, giving your name as it appears on the payroll, your social security number, the name of your employer, and the date of your accident. To obtain further information you may call Customer Service at 303.318.8700.

Si usted se lastimada o contrae una enfermedad en el trabajo, es posible que tenga derecho a beneficios de compensación según la ley. AVISE USTED POR ESCRITO A SU EMPLEADOR DENTRO CUATRO DÍAS DEL ACCIDENTE. Si no informa su lastimadura a su empleador existe la posibilidad que no reciba los beneficios de la ley.

No se pagarán beneficios por los tres primeros días de incapacidad, a menos que el periodo de incapacidad dure más de dos semanas. Después de las dos semanas, el valor de los beneficios, mientras el trabajador continúe incapacitado será $\frac{2}{3}$ del salario semanal promedio, sujeto a un máximo fijado cada año por la ley.

El trabajador tiene el derecho de recibir servicios médicos, cirugía, o hospitalización para las lastimaduras o enfermedades. Para todas las lastimaduras el empleador o la compañía de seguros tiene el derecho en la primera instancia a seleccionar al médico. Si la compañía de seguros no ha designado un médico representando su empleador, usted puede seleccionar los servicios de un médico titulado o un quiropráctico.

Por este medio, se le notifica que si usted debe alimentos para menores, los beneficios de compensación pueden ser incluidos y el pago puede ser retenido y enviado a quien corresponde según las secciones C.R.S. 8-42-124 y 26-13-122(4).

Los médicos escogidos por la compañía de seguros de su empleador son:

Además de los informes que el empleador debe archivar, el empleado lesionado puede archivar su propio informe para recibir beneficios médicos, y proteger sus derechos futuros. Para obtener los papeles necesarios (formas) o reclamar los beneficios de los pagos puntuales durante el tiempo que usted esté incapacitado, o si necesita más información, sobre la ley de compensación, se pone en contacto con la División de la Compensación de los Trabajadores o escriban a: Colorado Division of Workers' Compensation, 1515 Arapahoe Street, Denver, Colorado 80202-2117. Al solicitar cualquier información favor de incluir: su nombre como está registrado con su empleador, su número de seguro social, el nombre y la dirección de su empleador, y la fecha del accidente. Para obtener más información pueden llamar 303.318.8700 o sin peaje 1.800.685.0891.

**COLORADO DIVISION OF WORKERS' COMPENSATION
1515 ARAPAHOE STREET, DENVER, COLORADO 80202-2117**

WORKPLACE VIOLENCE

STATE OF COLORADO

EXECUTIVE CHAMBERS

136 State Capitol
Denver, Colorado 80203-1792
Phone (303) 866-2471



Roy Romer
Governor

D0010 96
EXECUTIVE ORDER

WORKPLACE VIOLENCE

WHEREAS, the incidence and prevalence of workplace violence have increased in recent years; and

WHEREAS, State employees have the right to expect their employer to take necessary steps to provide a violence-free environment and an opportunity to address issues concerning violence; and

WHEREAS, the State of Colorado has several policies reflecting its commitment to maintaining a safe and healthy working environment for its employees, clients and the public; and

WHEREAS, this policy on workplace violence is consistent with that commitment.

NOW, THEREFORE, I, Roy Romer, Governor of the State of Colorado, pursuant to the authority vested in me under the statutes and constitution of the State of Colorado, DO HEREBY ORDER THAT:

1. The state will not tolerate violent behavior or the threat of violent behavior directed by anyone toward state employees, customers, clients, state property or facilities. Such behavior may result in corrective and/or disciplinary action if it is committed by a state employee, and/or criminal charges when appropriate;
2. Possession of a firearm or weapon of any kind, including those defined by Colorado Revised Statute (C.R.S.) Title 18, Article 12, is prohibited at work, including in a state vehicle, except when such possession is a necessary requirement of an employee's job, or is approved by an appointing authority;
3. Violent behavior is defined as any act or threat of physical, verbal or psychological aggression or the destruction or abuse of property by any individual. Threats may include veiled, conditional or direct threats in verbal or written form, resulting in intimidation, harassment, harm or endangerment to the safety of another person or property;
4. This policy is not intended to preclude the use or threat of reasonable force, where appropriate, in the course of a state employee's assigned duties;
5. All threats to employee safety from any source, including domestic violence occurring in the workplace, will be taken seriously and addressed appropriately;

Executive Order
August 13, 1996
Page 2

D0010 96

6. Employees who believe they have been subjected to behavior prohibited by this policy, or who have observed any such behavior should report the incident to their supervisor or other appropriate authority. The supervisor or appropriate authority will investigate and take appropriate action;
7. Copies of this Executive Order shall be distributed to all state departments and agencies and shall be displayed in prominent locations in their offices and facilities, particularly those locations in which notices are generally posted;
8. Agency managers are directed to evaluate their organization and take appropriate steps to address potential workplace violence situations.



GIVEN under my hand and the
Executive Seal of the State of
Colorado on this 13th day of
August 1996.

A handwritten signature of Roy Romer in cursive script.
Roy Romer
Governor