

Colorado Posting Requirements

Colorado employers are required to post various notices in and about the workplace. These posters can be downloaded from the Colorado Department of Labor and Employment [website](#). The following is a brief summary of the state posting requirements.

Posting Requirements

Employment Verification

In its quarterly electronic publication distributed to employers, the Colorado Department of Labor and Employment will include a link to the portion of the department's website where an employer can access additional information about the federal law, the E-Verify program and the requirements for participation in the E-Verify program, and the following statement, which must be posted by employers in bold-faced type in a conspicuous location:

It is unlawful for an employer to:

- **Hire, recruit, or refer for a fee, for employment in the United States, an alien, knowing the alien is an unauthorized alien.**
- **Hire, recruit, or refer for a fee, for employment in the United States, an individual without verifying the employment eligibility status of the individual through completion of the employment eligibility verification Form I-9, or its successor form.**
- **Continue to employ an alien in the United States, knowing that the alien is or has become an unauthorized alien.**
- **While using the E-Verify program, refuse to hire, discharge, promote, or demote a person, harass a person during the course of employment, or discriminate against a person in matters of compensation, on the basis of the person's disability, race, creed, color, sex, sexual orientation, religion, age, national origin, or ancestry, pursuant to Colo. Rev. Stat. § 24-34-402.**

For more specific information regarding the E-Verify program and its requirements and use, employers should consult 8 U.S.C.A. § 1324a.

Fair Employment Practices

Employers must display Colorado's antidiscrimination poster in a place frequented by all employees. The poster must retain its size (11" x 17") and color (bright yellow) characteristics. This poster is available from the Colorado Civil Rights Division.

Effective August 10, 2016, employers must also display the Pregnant Workers Fairness Act Poster (Notice of Pregnancy Accommodations). This poster is available from the Colorado Civil Rights Division.

Smoking

Employers are required to prominently post their smoking policies in the workplace, including building entrances. In addition, owners, managers, or other persons in charge of a public place, must control smoking in the public place by posting signs that clearly designate nonsmoking areas and, where

provided, smoking areas. The sign must be explicit and conspicuous; however, the wording, size, color, design, and place of posting are left to the discretion of the owner, manager, or person in charge.

Designated Smoking Areas

The owner or manager of a public place where smoking is not completely prohibited may post, at that person's discretion, signs prohibiting smoking or providing smoking and nonsmoking areas. Such posting has the effect of including that public place in the public places where smoking is prohibited or restricted by law.

Food Service Establishments

Restaurants and taverns are not regulated by Colorado's smoking law, but are encouraged to seat nonsmokers in an area away from smokers. Any public place where food is sold or served and in which neither a smoking or nonsmoking area is designated must post a sign in a conspicuous place at or inside its entrance indicating whether provisions have been made for nonsmokers.

Offices

Persons in charge of offices and commercial establishments that provide employment for the general public are encouraged to designate nonsmoking areas that are physically separated from the working environments where other employees smoke. Efforts should be made to provide separate areas for nonsmokers in employee lounges and cafeterias.

Unemployment Insurance

Any employer covered by Colorado's Employment Security Act must post and maintain printed notices (Form 502, *Notice to Workers*) informing workers that the employer is liable for contributions and has been so registered. This poster is available from the Colorado Division of Employment and Training.

Wages and Hours

Minimum Wage

Colorado Minimum Wage Order No. 31 regulates wages, hours, working conditions, and procedures in the retail and service, commercial support service, food and beverage, and health and medical industries. All employers covered by Minimum Wage Order No. 31 must keep it posted in an area frequented by employees where it may be easily read during the workday. If the worksite or other conditions make this impractical, the employer must keep a copy of the wage order and make it available to employees upon request. This poster is available from the Colorado Division of Labor.

Wage Payment

Every Colorado employer must conspicuously post and maintain at the place of work or where it can be seen as employees come or go to their places of work or at the office or nearest agency for payment kept by the employer, a notice (*Notice of Paydays*) specifying the regular paydays and the time and place of payment.

Workers' Compensation

Employers are required to display the following posters:

- Form WC 49, *Notice to Employee: Workers' Compensation Act.*
- Form WC 50, *Notice to Employer of Injury.*

These notices are provided by the employer's private insurance carrier.