

# **COLORADO WAGE & HOUR RIGHTS & RESPONSIBILITIES:**

The COMPS Order (Colorado Overtime & Minimum Pay Standards) Poster & Notice

### Colorado Minimum Wage: \$14.81 per hour in 2025, updated yearly (COMPS Rule 3)

- Must pay at least minimum wage for all time worked, whether by hour, salary, commission, piece rate, etc.
- Use the highest minimum wage applicable; <u>ColoradoLaborLaw.gov</u> lists all local minimum wages
- 15% lower is allowed for unemancipated minors but not for some local minimum wages

#### Overtime: 1½ regular rate after 40 weekly hours, or 12 daily or consecutive (Rule 4)

- Can't give time off instead of overtime pay; can't average overtime and non-overtime weeks (or days)
- Agriculture: Overtime after 48 hours (56 at some highly seasonal sites); extra breaks and pay on long days
- Some (not all) jobs in health, ski, and heavy vehicles are partly or fully exempt (Rules 2.3-2.4)

#### Meal Periods: 30 minutes uninterrupted & duty-free, in shifts over 5 hours (Rule 5.1)

- Can be unpaid only for employees completely relieved of duty, and allowed do personal activities
- If work doesn't allow uninterrupted meal periods: must allow eating on duty, on paid time
- As much as practical, meal periods must be at least 1 hour after starting shifts, and 1 hour before ending

### Rest Periods: 10 minutes, paid, every 4 hours (Rule 5.2)

| # Work Hours:  | Up to 2 | >2, up to 6 | >6, up to 10 | >10, up to 14 | >14, up to 18 | >18, up to 22 | >22 |
|----------------|---------|-------------|--------------|---------------|---------------|---------------|-----|
| #Rest Periods: | 0       | 1           | 2            | 3             | 4             | 5             | 6   |

- Need not be off-site, but must not include work, and should be in the middle of the 4 hours if practical
- Rest periods count as time worked, including for minimum wage and overtime
- Extra pay is owed for rest period time not authorized or permitted, including for employees not paid hourly
- Break rules differ for some agricultural work (Rule 2.3, & the Agricultural Labor Conditions Rules)

### Deductions, Credits, Charges, & Withheld Pay (Rule 6, & Colorado Wage Act)

- Final pay: Owed promptly (if a termination by employer) or at next pay date (if employee resigned)
- Unused vacation: Must pay to departing employees, even if fired for cause or resigned without notice
- Tip credit: Can lower hourly pay up to \$3.02 if tips (not service charges) aren't diverted to untipped staff
- Meals: Can charge cost or value (without profit) of voluntarily accepted meals
- Lodging: Can charge \$25-\$100 weekly (by housing type) if voluntary and primarily for employee benefit
- Uniforms: Can't charge or require deposits for special uniforms, special cleaning, or ordinary wear and tear
- Other deductions: Only for items in CRS 8-4-105; not for poor work, breakage, guitting without notice, etc.

# Time Worked: All on-duty or on-premises time that must be paid (Rule 1.9)

- Cleanup or setup (examples: put on or remove clothes, or gear, worn only at work)
- Checking in or out (timeclock, security or safety screening, etc.), or waiting to do so
- Receiving or sharing work information, or wait for tasks but not just off-duty time on premises
- Travel for employer benefit but not normal commuting (Rule 1.9.2)
- Sleep time required to be on-site but not if lengthy and uninterrupted (Rule 1.9.3)

## **Exemptions from COMPS** (Rule 2.2 lists all; highlights below)

- Duties to pay wages, including most limits on deductions, still apply if exempt from COMPS

# Employer Responsibilities (Rule 7)

# Complaint & Anti-Retaliation Rights (Rule 8)

- File complaints in the Division or Court, or send the Division confidential tips
- Retaliation, or actions interfering with rights, may yield fines or other consequences
- Immigration status is irrelevant to these rights, and can't be used to interfere with rights

#### Contact Us:

#### **DIVISION OF LABOR STANDARDS & STATISTICS** 303-318-8441 / 888-390-7936 / cdle\_labor\_standards@state.co.us (English or Spanish)

For all laws. quidance. & complaints. ColoradoLaborLaw.gov



Effective 1/1/2025

Use new version released by each December

Executive/supervisor, administrator, or professional: \$56,485 (updated yearly) in salary (not hourly pay) Other high-level work: non-manual jobs paid 2<sup>1</sup>/<sub>4</sub> times the above salary; <sup>1</sup>/<sub>6</sub> owners who actively manage Some (not all) salespeople, computer professionals, drivers, camp/outdoor ed staff, or property managers

Give employees pay statements (total pay, rate, tips, credits, and time worked), and keep for 3 years Display this poster/notice where easily seen (or give to employees); also include in any handbook/manual Use translations (available from this Division) of this poster/notice for employees with limited English Not giving (or undercutting) posters or notices may disallow employer credits, deductions, or exemptions Individuals with control over work may be liable for wages and violations, even at incorporated employers



This notice in other languages.



cdle.colorado.gov/LaborStandardsPosters