**COLORADO STATE ADDENDUM**

This addendum to the MCAD Handbook (the “Colorado Addendum”) applies to all eligible employees working in the state of Colorado. The Colorado Addendum modifies and supersedes some, but not all, of the policies set forth in the Handbook. To the extent there are any inconsistencies between the Handbook and the Colorado Addendum, the terms of the Colorado Addendum shall control. If you have any questions regarding the application of the Colorado Addendum, please contact Human Resources.

**Equal Opportunity Employment**

In addition to the protected classifications outlined in our general Equal Employment Opportunity policy, the College also prohibits any form of discrimination or harassment based on traits associated with race, such as hair texture, hair type, and protective hairstyles.

**Vacation Pay at Separation**

Eligible employees working in Colorado will be paid for all unused, accrued vacation time upon termination or resignation of employment.

**Jury/Witness Duty**

The College expects each employee summoned for jury or witness duty to serve as a responsible ‎citizen.‎

The College will pay up to $50 per day in compensation for the first three days of jury/witness duty. If an employee’s jury/witness duty extends beyond three days, the College will pay the difference between the employee’s regular salary and the jury duty pay. ‎Compensation for jury duty is limited to two weeks in any calendar year unless otherwise required by ‎law. The employee must submit validation of the amount of jury duty pay to the Human Resource ‎Manager. If jurors are excused prior to 1:00 p.m. during any business day, employees are expected to ‎return to work.‎

**Meals and Breaks**

Employees are provided an unpaid meal period of no less than thirty (30) minutes when they work more than five (5) consecutive hours during which they are relieved of all duties. When practical, employees are required to take meal breaks between at least one (1) hour after the start of their shift and one (1) hour before the end of their shift.

Employees are provided ten (10) minute breaks in accordance with the following schedule:

|  |  |
| --- | --- |
| Work Hours | Rest Periods |
| 2 or fewer | 0 |
| Over 2, and up to 6 | 1 |
| Over 6, and up to 10 | 2 |
| Over 10, and up to 14 | 3 |
| Over 14, and up to 18 | 4 |
| Over 18, and up to 22 | 5 |
| Over 22 | 6 |

‎**Personnel Files**

The College will, upon the request of an employee, permit that employee to inspect and obtain a copy of any part of his or her own personnel file or files at the employer's office and at a time convenient to both the employer and the employee up to once annually. A former employee may make one inspection of his or her personnel file after termination of employment.

**Sick Leave for Colorado Employees in Colorado**

An employee’s right to use PTO for the reasons set forth by law is guaranteed, including for (1) mental or physical illness, injury or health condition that prevents work, including diagnosis or preventive care; (2) domestic abuse, sexual assault, or criminal harassment leading to health, relocation, legal, or other services needs; (3) during a public health emergency, where a public official has closed the workplace or the school or place of care of the employee’s child, or where an employee is required to self-isolate or care for oneself because of a communicable illness that is the cause of the public health emergency; or (4) an immediate family member who experiences (1)–(3).

Retaliation against employees who request or use time off for reasons permitted by law is prohibited. Employees have the right to file a complaint or bring a civil action if paid sick leave is denied by the College or the employee is subjected to retaliation for requesting or taking earned paid sick time.

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