



Colorado Judicial Department Human Resources

Executive Summary FY24 Colorado Judicial System Personnel Rules

The following provides a summary of important rule revisions. It is not intended to provide an exhaustive list and does not include formatting, numbering, grammatical or other nonsubstantive changes.

Rule 12

- 12.A.4. Rule rewritten for clarity for in-range adjustments.
- 12.A.4.a. Language updated to clarify the process for new hire adjustments. The Notice of Employee Eligibility for New Hire Adjustment form must be completed at time of hire, and this plan should not be included in offer letters.
- 12.A.4.b. Rewritten for clarity when Salary Range Compression may be used.
- 12.A.4.c. Provides a way to adjust salaries of employees who are in single incumbent positions. This is used when there is no comparable salary or occupant in the same role within the same job classification for the 3 years prior to considering the in range adjustment.

Rule 20

- 20.B.2.b. Due to changes to the [POWR Act](#), “marital status” is added as a protected status for the purposes of harassment and discrimination.
- 20.B.2.c. Due to changes in the [POWR Act](#) additional language added to clarify conditions that define sexual harassment.
- 20.D.2. The word “alcohol” was re-added back to this rule as clarification that employees may not be under the influence of alcohol while working.
- 20.F.2. Policy prohibiting relationship between employees updated clarify chain of command for those employees who are in a relationship with a judicial officer.
- 20.H.3.i. Language added when consent and approval to record do not apply.
- 20.H.3.j. Previously removed language around probation officer use of recording added back to the rule.

Rule 26

Rule 26 has been re-structured in addition to new rules added. Table of contents has been updated to assist in finding leave topics.

References to Family Medical Leave Act Leave (FML) have been updated to FMLA throughout this rule.

Rules that reference Family and Medical Leave Insurance (FAMLI) are effective January 1, 2024.

- 26.A.1.g. Recommendation to hold 80 hours of paid time off in reserve removed.
 - 26.A.2.d.i. As of January 1, 2024 Shared PTO may be used for employees receiving FAMLI benefits, the requirement to be within the first 80 hours of Medically certified leave removed, the ability to receive shared PTO for FAMLI Safe Leave added.
 - 26.A.3.a.i. Effective January 1, 2024, the rule requiring employees to use “80 cumulative hours of paid time off, compensatory time, leave without pay or combination thereof” prior to being able to access Extended Sick Leave (ESL) is removed.
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- 26.N.3. Effective January 1, reasons an employee may be eligible for Family Medical Leave Act leave will be updated to align with federal law. This change will remove adult children not living in the home and persons living in the home for whom you are the primary caregiver from the eligibility list.
- 26.N.6. Effective January 1, 2024, if an employee needs FMLA leave, the administrative authority must inform the employee in writing that they may also be eligible for FAMLI leave.
- 26.P. Family and Medical Leave Insurance (FAMLI) Leave – NEW RULE Effective January 1, 2024.
- 26.Q. Medically Certified Leave – NEW Rule Effective January 1, 2024.

Rule 27

- 27.E.2.c. NEW Rule Effective January 1, 2024 – Explanation of continuation of benefits while an employee is on FAMLI leave.
- 27.H.4.c. NEW Rule Effective January 1, 2024 – Clarification that FAMLI leave will run concurrently with short and long term disability.

Rule 36- Definitions

- 36.A.10. Definition of child updated. FMLA and FAMLI leave differ in their definition of child. Specific definitions are included within Rules 26.N. and 26.P respectively.
- 36.A.35. Event Year clearly defined. Specific definitions for FMLA and FAMLI event years differ. These definitions are listed below Event year as well as separately within the definitions.
- 36.A.39. FAMLI Event Year NEW Definition effective January 1, 2024.
- 36.A.40. FAMLI Family Member – NEW Definition which clarifies what constitutes a family member under FAMLI leave. Effective January 1, 2024.
- 36.A.41. FAMLI Safe Leave – New Definition Effective January 1, 2024. Defines what is eligible for FAMLI Safe leave.
- 36.A.42. FAMLI Serious Health Conditions – New Definition Effective January 1, 2024. Defines what qualifies as a serious health condition under FAMLI leave.
- 36.A.43. FMLA Event Year New Definition Effective January 1, 2024.
- 36.A.62. Length of Service. Effective January 1, 2024 FAMLI leave is added as a leave type used in the calculation of length of service.
- 36.A.84. Qualified Leave. Effective January 1, 2024 FAMLI leave will be included as qualified leave.