



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.

Reorganization of Personnel Rule Numbers: As part of the review of Personnel Rules and as part of the Workplace Culture Initiative (WCI) several personnel rules have been reordered and renumbered. Links within the rules have been updated accordingly. Individual references below refer to the new rule number.

Rule 2 – Authority and Scope

FY23 Rules 2 and 3 have been combined into 1 rule –No language has been changed in these rules.

Rule 12 – Individual Salary Adjustment

- 12.A.4.a. – Language added to ensure compliance with [Equal Pay for Equal Work Act](#).
- 12.B.3.a. – Language added to ensure compliance with [Equal Pay for Equal Work Act](#).
- 12.B.3.b. – Language added to ensure compliance with [Equal Pay for Equal Work Act](#).

Rule 14 – Appointment of Employees

Job titles throughout this rule were adjusted to correspond with current Job Classification Titles.

Rule 16 – Employment Talent Pools

- 16.A.1. – Clarification added on the differences between Talent Pools used for regular postings and “open until filled” positions.

Rule 17 – Recruitment & Filled Positions

- 17.A.1. – Language updated around when a vacant position must be announced to ensure compliance with [Equal Pay for Equal Work Act](#).
- 17.C. – Removed duplicative language.

Rule 18 – Probationary Period

References to “non-at will” employee are removed throughout this rule to alleviate confusion between probationary employees and at will employees listed in Rule 35 are the same.

Rule 19 – Mandatory Education Policy (formerly Rule 20.E) was extracted from Rule 20, and Rule 20 renumbered accordingly.

Rule 21 – Outside Employment, Volunteer Activity & Conflict of Interest with Cases Pending Before the Colorado Judicial Department

- 21.A. Principal Vocation of Employees – Language was updated for brevity and clarity.



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Part 7 – Hours of Work and Overtime has been moved into Part 7 which is now Timekeeping, Leave and Benefits.

Rule 25 – Hours of Work and Overtime (formerly Rule 21)

25.B.1. – The 7-day work period is the same for all employees.

25.D. – Clarification that only non-exempt employees are eligible for overtime pay.

25.D.1. – Compensatory time window for payout moved from 60 calendar days following the payroll period when the overtime was worked to 30. Clarification added that compensatory time will not be paid out until the 30 calendar days following the payroll period when the overtime was worked. This change was made to allow districts to allow employees time to take their compensatory but shortened the timeframe to pay out.

25.D.2.c. – Clarification that only non-exempt employees are eligible for overtime project compensation.

25.E.2. – Updated compensatory time payout to coincide with change to rule 25.D.1.

25.F. – Language added to clarify who needs to keep a timecard and expectation that timecards should be complete and approved by the 10th business day of the following month was added. Timecards for employees who record grant time was not updated and should be complete and approved by the 5th business day of the following month.

Rule 26 – Leave

26.A.1.b.i. – Clarification that employees who hold both a classified position and are governed by a contract shall, and accrue PTO and ESL, shall have the ability to choose between using PTO to cover the contract portion of their leave or LWOP.

26.A.2.d.i.a. – Rewritten for clarity and to include that donated leave would only apply to the first 80 hours of Medically Certified Leave.

26.A.5.a. – Retirement added as a trigger for an employee to be compensated for accrued leave. This section rewritten for clarity.

26.B.2. – Bereavement added as allowable reason for Funeral Leave.

26.C.2.a. – Clarified that full-time employees are granted 8 hours for holiday time regardless of their schedule.

26.E.1. – Due to change in statute, time limit for reporting an injury on the job is moved from 4 days to 10 days.

26.E.2.e. – Compensatory time added as a type of leave that can be used to make up 1/3 of missed time due to a workers compensation leave.

26.L – Education Leave – Since this leave was removed in 2020, the reference to education leave was removed. Volunteer Firefighter Leave was renumbered to 26.L.

26.M. – Due to change in statute, 15 days was updated to the equivalent of 3 weeks of work to accommodate for those employees who may not work a 5-day work week. C.R.S. Section 28-3-601.



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Rule 28 – Performance Appraisal of Employees

28.A.1. – Information on Magistrate and Water Referee appraisal period added.

Rule 29 – Corrective & Disciplinary Actions

29.C.5. – Clarification that should an employee seek legal counsel that it is as the employee's expense.

29.C.6. – Email added as a method of notification.

Rule 31 – Staff Reduction

31.I.2.b. – Since judicial no longer has a voluntary layoff clause under rule 31, this rule is no longer valid.

Rule 35 - Review of Disciplinary Action or Involuntary Termination Due to Mental or Physical Disability

35.B.1. – Updated language to clarify that at will employees as listed have appeals rights in only the circumstances listed in this rule.

35.B.2 – New language added to clarify when employees may not appeal disciplinary actions.

35.D. – Discretionary Appeals Procedures are references in Personnel Rules but were not explained. This section adds language to explain Discretionary Appeals Procedures.