



**NATIONAL WHEELCHAIR
BASKETBALL ASSOCIATION**

ROLL WITH U.S.

Employee Policies

April 1, 2026

TABLE OF CONTENTS

INTRODUCTION -----	Page 3
EMPLOYEE CONDUCT -----	Page 4
COMPENSATION -----	Page 11
MISCELLANEOUS -----	Page 13
HEALTH AND SAFETY -----	Page 14
ATTACHMENT A <i>CO Wage & Hours Rights & Responsibilities Poster</i>	Page 21
ATTACHMENT B <i>CO Employee Time Off, Leaves of Absence & Other Benefits Policies</i>	Page 22
ATTACHMENT C <i>CO Workplace Public Health Rights Poster</i>	Page 32
ATTACHMENT D <i>Paid Leave under CO Healthy Family & Workplace Act Poster</i>	Page 33
ATTACHMENT E <i>FAMLI Program Notice</i>	Page 34
ACKNOWLEDGEMENT FORM -----	Page 35

INTRODUCTION

Welcome to the National Wheelchair Basketball Association (“NWBA”). We are pleased that you have decided to join our team and look forward to working with you to achieve the mission of the NWBA.

The Employee Policies, the Colorado COMPS Order poster for Colorado Employees (Attachment A), the Colorado Employee Time Off, Leaves of Absence and Other Benefits Policies (Attachment B), the Colorado Paid Leave, Whistleblowing & Protective Equipment poster (Attachment C), the Colorado Summary: Paid Leave under Colorado’s Healthy Families and Workplace Act (Attachment D), and the Colorado FMLI Program Notice (Attachment E) (collectively, the “Employee Policies”) are designed to acquaint employees with the NWBA and provide a summary of several NWBA policies and procedures. The Employee Policies apply to all employees; therefore, all employees are expected to read this document and to comply with it.

The NWBA is committed to complying with all applicable laws and regulations. All NWBA policies will be interpreted and administered consistent with the requirements of applicable law. In the event of any ambiguity or any inconsistency between policies and applicable law, applicable law controls.

Nothing in the Employee Policies is intended to preclude or dissuade employees from: (a) reporting possible or suspected violations of law or regulation to any governmental agency or entity, cooperating with any such agency or entity in an investigation, or making other legally protected disclosures; or (b) engaging in any other activity protected by federal, state, or local law.

The Employee Policies supersede all previous employee handbooks, policies, memoranda, e-mails, or other communications dealing with the subject matter addressed in the Employee Policies. The statements made in the Employee Policies are not intended to, and do not, constitute a contract. The NWBA reserves the right to amend, suspend, terminate, deviate from, add to, or supersede any practice, policy, plan, program, or procedure at any time with or without notice.

Employment with the NWBA is at-will, which means that the NWBA retains the right to end employment of any individual at any time, for any reason, with or without cause or notice. Statements in the Employee Policies or in any other organization policy or publication are not to be construed as affecting or modifying in any way the at-will status of NWBA employees. No statement, written or oral, or other communication establishing employment for a specific period or under particular terms or conditions (including without limitation terms addressing compensation, benefits or severance rights), or otherwise altering the at-will status of a NWBA employee, will be enforceable unless it is in a written agreement signed by the CEO with approval from the Board of Director’s President.

As no Employee Policies can anticipate every circumstance or question, if you have questions about any provisions in the Employee Policies, please contact the NWBA's CEO. For purposes of these policies, "full-time employee" is an employee who regularly works 40 or more hours per workweek. For purposes of these policies, where employees are required to contact or coordinate with the CEO, the CEO must contact or coordinate with the President of the Board of Directors.

EMPLOYEE CONDUCT

Anti-Discrimination and Non-Harassment

The NWBA strives to maintain a work environment where all individuals are treated with respect. The NWBA prohibits all forms of unlawful discrimination and harassment and expects the cooperation of all employees in making this policy work.

Equal Employment Opportunity

The NWBA is committed to providing equal employment opportunities. All qualified applicants and employees will be considered for employment and advancement without regard to disability, race (including hair texture, hair type, hair length or protective hairstyles commonly or historically associated with race), color, creed, sex (including pregnancy), religion, age (over 40), national origin, sexual orientation, gender identity, gender expression, marital status, ancestry, living organ donor status, state National Guard status, civil air patrol status, lawful activities during nonworking hours, or any other status protected by applicable law (collectively, "Protected Characteristics"). This policy applies to all employment practices and terms and conditions of employment, including but not limited to promotions, transfers, compensation, terminations, training and participation in NWBA-sponsored benefits or programs.

Employees should raise any concerns they might have regarding possible discrimination in accordance with the complaint procedure described below. No retaliation against anyone who in good faith brings forth a complaint of possible discrimination will be permitted or tolerated.

Reasonable Accommodation

The NWBA complies with applicable laws prohibiting discrimination in employment against qualified individuals with disabilities. To the extent required by applicable law, the NWBA will make reasonable accommodations for qualified employees with known disabilities, for limitations due to pregnancy, childbirth, and related conditions, and for religious beliefs and practices. If an employee needs a reasonable accommodation, contact the CEO. The CEO will work with the employee to engage in the interactive process. The CEO will also work with appropriate supervisor(s) to review the request and evaluate possible accommodations. The NWBA will not retaliate against any employee for requesting or obtaining any reasonable accommodation in accordance with applicable law.

The NWBA may require that employees provide a certification from a licensed health care provider regarding the medical necessity of a reasonable accommodation.

The NWBA will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment because they request or use reasonable accommodations in accordance with this policy.

Lactation Accommodation

Where applicable, the NWBA will comply with the Colorado Workplace Accommodations for Nursing Mothers Act and provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child. The NWBA will provide this break time for up to two (2) years following the birth of a child.

Nursing employees can elect to take time to express breast milk during their regularly scheduled meal and rest breaks. If the break time cannot run concurrently with the meal and/or rest breaks already provided to the employee, the break time will be unpaid for nonexempt employees. Where additional breaks are required, employees should work with their supervisor regarding scheduling.

The NWBA will make reasonable efforts to provide employees with the use of a private location, other than a toilet stall, in close proximity to the employee's work area for the employee to express milk.

Employees should provide reasonable notice to the NWBA that they intend to take breaks for expressing breast milk upon returning to work. Employees should discuss with CEO the location to express their breast milk and for storage of expressed milk and to make any other arrangements under this policy.

The NWBA reserves the right to not provide additional break time or a private location for expressing breast milk if doing so would substantially disrupt the NWBA's operations.

The NWBA will not demote, terminate or otherwise take adverse action against an employee who requests or makes use of the accommodations and break time described in this policy.

Harassment, Inappropriate Conduct and Offensive Behavior

The NWBA is committed to maintaining a work environment that is free from discrimination and harassment, including unlawfully intimidating, hostile, or offensive conduct. Harassment and other inappropriate conduct that is based on, or is directed toward someone because of a Protected Characteristic, is against the NWBA's policy and will not be permitted or tolerated. Voicemail and electronic communications (such as e-mail, internet use, and instant messages) are covered by this policy in the same manner as other communications and actions.

Prohibited Conduct

For the purpose of this policy, prohibited conduct includes verbal, written, visual, or physical conduct that (1) relates to another person's Protected Characteristics or (2) is

directed toward another person because of that person's Protected Characteristics, where such conduct may have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Prohibited conduct may include, among other things, telling racist or sexist jokes or making offensive or derogatory remarks about another person's Protected Characteristic. Prohibited conduct includes, among other things, sexual harassment and inappropriate conduct based on sex as discussed below.

Prohibited conduct includes, but is not limited to, conduct that may constitute or lead to sexual harassment or inappropriate conduct based on sex, such as: use of suggestive sexual comments, jokes, or innuendo; persistent, unwanted flirtation or invitations for dates or other social activities; unwelcome sexual advances or passes; sexual remarks or questions about a person's body, clothing, or sexual activities; patting, pinching, or other offensive touching; or displays of sexually suggestive pictures or objects. Sexually harassing conduct may include conduct between persons of the same gender, regardless of the sexual orientation of those persons.

Discrimination, harassment, and other inappropriate conduct based on a protected status is prohibited whether it is committed by supervisors, co-workers, or non-employees, including guests and vendors. Employees must not engage in prohibited conduct against other NWBA employees or the NWBA's members, volunteers, vendors or guests.

Complaint Procedure

Employees who become aware of or are subjected to possible discrimination, harassment, or other inappropriate conduct based on a protected status should notify their supervisor or CEO immediately unless it involves the CEO in which case they should notify the NWBA Ethics Committee. The NWBA may ask that complaints be put in writing to facilitate the investigation process. In addition, for employees who are comfortable doing so, telling the person who is engaging in inappropriate behavior to stop is often the most effective way to stop objectionable behavior.

Supervisors who become aware of any incidents or alleged incidents of possible discrimination, harassment, or other inappropriate conduct based on a protected status must immediately report them directly to the CEO or to the NWBA Ethics Committee Chair. Supervisors who receive complaints of possible discrimination, harassment, or other inappropriate conduct based on protected status must consult with CEO or to the NWBA Ethics Committee Chair before undertaking an investigation or other action. Any supervisor who fails to report allegations of discrimination, harassment, or other prohibited conduct or who otherwise fails to deal properly with such allegations may be subject to discipline, up to and including termination of employment.

The NWBA will take prompt action to investigate allegations of discrimination, harassment, or other inappropriate conduct based on a protected status. Based upon its

investigation, the NWBA will take prompt and appropriate corrective action. Any employee found to have engaged in discrimination, harassment, or other prohibited conduct will be subject to appropriate discipline or other corrective action, up to and including termination of employment. Appropriate steps will also be taken if any non-employee (such as a guest or vendor) is found to have discriminated harassed or taken other inappropriate action against any employee of the NWBA.

Reports of discrimination, harassment, and other inappropriate conduct based on a protected status will be kept confidential to the extent possible, consistent with the need for a thorough investigation.

The NWBA will not retaliate or take any form of reprisal against any victim of or witness to discrimination, harassment, or other inappropriate conduct based on sex, and any such retaliation or reprisal by a NWBA employee is forbidden. Any employee who retaliates against another employee or witness because of a complaint of discrimination, harassment, or other inappropriate conduct based on a protected status or because of participation in any investigation, will be subject to discipline, up to and including termination of employment.

Compliance with Policies, Rules and Regulations

All employees of the NWBA are required to review and adhere to NWBA's Bylaws, and its Policies and Procedures, which can be found on the NWBA website:

<https://www.nwba.org/policiesprocedures>. This includes, but is not limited to:

- NWBA's Code of Conduct, Financial Policies and Procedures
- Conflict of Interest
- Gifts and Entertainment Policies
- NWBA's MAAPP which defines requirements of employees being mandatory reporters and Safety information which includes the SafeSport Code (<https://www.nwba.org/safety>)
- NWBA Rules

Employees are also required to review and adhere to applicable United States Olympic & Paralympic Committee (USOPC) and U.S. Center for SafeSport rules and regulations.

Employees are required to review the policies and keep updated as they may be modified from time to time. Where the Employee Policies conflict with these other policies, such other policies apply. Any employee found in violation of these rules and regulations may be subject to disciplinary action up to and including termination of employment.

Employment Location and Remote Work

Work is performed in-person at the NWBA National Office in Colorado Springs, CO with national and potentially international travel requirements.

Occasional remote work may be approved if it would benefit both the NWBA and the

employee, and when the employee is able to fully perform all essential job functions working remotely.

If an employee wishes to request occasional remote work, they should seek permission from the CEO, giving the reason or reasons for their request and explaining how such an arrangement will benefit both the NWBA and the employee. In evaluating such requests, the NWBA will consider factors such as the employee's position, job duties, performance history, related work skills, and the impact on the NWBA.

If an employee is approved for occasional remote work, the employee's core work hours will remain the same unless an alternative schedule is approved by the CEO in advance. Any change in the employee's schedule must be reviewed and approved in advance by the CEO. Non-exempt employees must record and report all time worked. Exempt employees remain subject to working all hours required to fulfill all job responsibilities. Employees must continue to comply with all applicable NWBA policies.

Employees will be responsible for providing appropriate workspace. The NWBA will not reimburse employees for the cost of the space, furnishings, or utilities except as otherwise required by applicable law. Employees working at home under this policy must immediately report to the NWBA all injuries sustained while performing work. Any claims will be handled according to the normal procedure for workers' compensation claims.

Personal Appearance

The NWBA office is a professional business organization. All employees will be expected to adhere to dress policies and to present themselves and represent the NWBA in a positive manner. The following guidelines are intended to provide general guidance on appropriate NWBA dress code for particular situations.

During business hours or when representing the NWBA, employees are generally expected to present a clean, neat, and professional appearance. Torn clothing, attire with offensive or inappropriate verbiage or pictures, and revealing clothing are not appropriate attire for work.

Office Dress Code: Employees should consider what meetings, events, or duties are taking place during the course of a business day to determine the appropriate dress. Both business casual (e.g., collared shirt, professional blouse, sweater, dress slacks or moderate dress or skirt, closed-toe professional shoes) and casual dress (e.g., jeans, solid color t-shirts, athletic shoes) are considered appropriate.

Official NWBA Travel or Events (games and other sanctioned events): Business casual attire or NWBA-branded apparel.

Performance Reviews and Discipline

The NWBA encourages employees and supervisors to communicate about employee performance on an ongoing basis. The NWBA provides performance reviews according

to guidelines established by the CEO. Supervisors may provide informal feedback and counseling. Review of the CEO is managed by the Board of Directors as outlined in the Bylaws.

The NWBA's policy is to attempt to deal constructively with employee performance problems, unsatisfactory behavior and employee errors. The disciplinary process used will be determined by the NWBA in its discretion in light of the facts and circumstances of each case. Each situation will generally be considered in light of a variety of factors including but not limited to: the seriousness of the situation; the employee's past conduct and length of service; and the nature of the employee's previous performance or incidents involving the employee.

Depending upon the facts, disciplinary action may include oral or written warnings, probation, suspension with or without pay, or immediate termination of employment. Because all employees are employed on an at-will basis, the NWBA has the right to terminate employment of any employee at any time for any reason, with or without notice.

Attendance and Punctuality

Regular and timely attendance are essential requirements of every employee's position. When any employee is late or absent, the NWBA's ability to serve its members and perform other work is affected and an extra unfair burden is placed on fellow workers. Any employee who is going to be absent or late must contact the CEO as soon as possible (but not later than the scheduled start of the employee's workday). Excessive absences or tardiness may lead to discipline, up to and including termination of employment.

If an employee is absent for more than one day, the employee must notify the CEO each day (unless the employee is on an approved leave of absence or pre-approved time away from work). An employee who fails to report to work and fails to notify the CEO of the reason for their absence from work for four (4) consecutive workdays will be considered to have abandoned their job and voluntarily resigned.

Confidentiality and Intellectual Property Ownership

In the course of employment with the NWBA, employees will have access to, view or work with information and materials that are confidential and that are regarded by the NWBA or its volunteers, members, athletes, officials, classifiers, donors, sponsors and contractors as confidential, proprietary, or trade secrets. Such confidential information and materials are very valuable to the NWBA and its volunteers, members, athletes, officials, classifiers, donors, sponsors and contractors. Therefore, improper access to or disclosure of any such confidential information and materials could irreparably harm the NWBA and its volunteers, members, athletes, officials, classifiers, donors, sponsors and contractors.

It is impossible to list all the kinds of confidential information and materials to which employees might have access, which employees might view, or with which employees

might work or be entrusted while at the NWBA. Therefore, employees should treat all of the NWBA's and its volunteers', members', athletes', officials', classifiers', donors', sponsors' and contractors' business affairs, materials, plans and projects as confidential information, including but not limited to, personal, medical and financial information. Employees also should keep confidential all tangible property associated with these matters, such as notes, drawings, letters, software codes, programs, scripts, processes, designs, artwork, photographs, printouts and non-public materials of any kind that employees or others prepare. The NWBA may further designate from time-to-time other specific items that are to be treated by employees as confidential.

Because of the importance of confidential information and materials to the business of the NWBA and its volunteers, members, athletes, officials, classifiers, donors, sponsors and contractors, employees must not, at any time, disclose any such confidential information and materials to anyone—even after they leave the NWBA—except as specifically authorized by the NWBA in the course of their employment, nor may employees make any personal use of such confidential information and materials. Similarly, all non-public documents, files, records and other work product relating to the NWBA or its volunteers, members, athletes, officials, classifiers, donors, sponsors and contractors are the property of the NWBA and should not be removed from the premises of the NWBA except as authorized by the NWBA during employee's employment. Employees must exercise utmost care and take all steps that may be necessary to protect and guard against the disclosure of any confidential information or materials to anyone, even family members or vendors, suppliers, contractors, volunteers or consultants and others who may serve the NWBA or its members.

Employees are not entitled to view or gain access to all confidential information and materials of the NWBA or its volunteers, members, athletes, officials, classifiers, donors, sponsors and contractors. Employees are entitled to gain access to and view only that confidential information and materials specifically entrusted to them for the purpose of performing their job at the NWBA.

If employees are in possession of a previous employer's or another's confidential information and materials, employees have an obligation not to disclose such confidential information or materials to anyone at the NWBA and must not do so. Employees are also prohibited from violating the rights of any other party in connection with their work and must honor all copyrights and other rights in computer software, photographs, drawings, written works, music and other materials licensed for use or entrusted to the NWBA or its clients.

No employee may photograph, tape, or otherwise record any person, document, conversation, communication, or activity that in any way involves confidential information of the NWBA or employees of the NWBA, its volunteers, members, athletes, officials, classifiers, donors, sponsors and contractors or any other individual with whom the NWBA is doing business or intending to do business in any capacity. The authorized copying of documents in the ordinary course of business for the benefit of the NWBA is not prohibited by this policy. Limited exceptions will apply where the photographing,

taping, or recording is being conducted by an individual who has been provided advance written authorization for the activity by an authorized member of the NWBA management. Where the conduct engaged in is illegal, violators may be subject to prosecution under applicable law.

Agreement to the NWBA's expectations regarding confidentiality is a condition of employment.

Every employee is required to safeguard confidential information and should take the following precautions:

- Secure NWBA confidential information (e.g., payroll, credit card numbers, addresses, health information, Social Security numbers, etc.) including locking the data or information in a secure environment, password protecting, or encrypting confidential information.
- Prevent the release and avoid discussion of confidential information in the presence of others without a need to know and avoid discussing confidential information in public areas.
- Limit the reproduction and distribution of confidential information to what is absolutely necessary. Discarded documents of a confidential or sensitive nature may not be placed in any trash receptacle unless shredded.

If an employee has a question concerning whether certain information is considered confidential, and whether it is allowed to be disclosed to others, the employee should check with the CEO.

All documents (including computer records, facsimile and e-mail) and materials or other intellectual property created, received or transmitted in connection with an employee's work or using the property and/or facilities of the NWBA are property of the NWBA and subject to inspection by the NWBA, at any time. Upon termination of employment with the NWBA (or at any other time when requested by the NWBA), employee will promptly deliver to the NWBA all documents and materials of any nature pertaining to employee's work with NWBA.

COMPENSATION

Work Week and Schedule

Full-time employees are expected to work no less than a 40-hour per week schedule during business hours. Business hours are 8 a.m. through 5 p.m. MT, Monday through Friday. On occasion, an employee's job responsibilities may require the employee to work at times other than the business hours.

Should an employee, due to personal reasons, need a flexible work week where some work falls outside regular office hours, the employee is required to submit the flexible work week schedule to the CEO for approval no later than seven (7) calendar days in advance of the date that the flex schedule should commence. The CEO will have the

authority to approve or disapprove the submitted schedule. Unexcused absences are not acceptable and will be subject to discipline, up to and including termination.

Payroll Process

Exempt employees receive their salaries in semi-monthly installments, distributed nearest as possible to the 15th and 30th of each month.

The NWBA's usual business practice is to provide direct deposit of wages. An employee who needs an alternate payment method should consult with the CEO.

Deductions from salaries are made for applicable federal and state income taxes, other taxes as required by law, contributions to federal Social Security program and the appropriate deduction for employee benefits (e.g., insurance premiums, retirement contributions, FAMILI, etc.).

Employee Classifications

- Full-Time Employees are employees who regularly work at least forty (40) hours per week who are not hired on a temporary or seasonal basis.
- Part-Time Employees are employees who regularly work fewer than forty (40) hours per week who are not hired on a temporary or seasonal basis.
- Temporary or Seasonal Employees are employees hired for a specific time period, short-term project, or on a per diem, seasonal, or temporary basis.

For payroll purposes, employees are classified as exempt or non-exempt under applicable law. Exempt employees are generally paid on a salary basis. Non-exempt employees are generally paid on an hourly basis.

Any employee who has questions regarding any aspect of payroll administration or believes that they have been improperly classified, that an improper deduction has been made to their salary, or that they have been otherwise improperly compensated, should immediately notify the CEO. The NWBA will promptly review and investigate the complaint and will reimburse any employee found to have been subjected to improper classification, improper salary deduction or otherwise improperly compensated.

Timekeeping and Overtime for Non-Exempt Employees

All non-exempt employees are required to accurately record their time worked through their designated time keeping system. Non-exempt employees must exercise care to complete their time records accurately. Falsifying time records or working "off the clock" is strictly prohibited. An employee who submits inaccurate time entries or otherwise tampers with time records will be subject to discipline, up to and including termination of employment.

Non-exempt employees will be paid one and one-half times their regular rate of pay for any work in excess of: (1) 40 hours per week; (2) 12 hours per workday; or (3) 12 consecutive hours without regard to the starting and ending time of the workday (excluding duty-free meal breaks), whichever calculation results in the greatest payment

of wages. Non-exempt employees must not work overtime unless authorized in advance by their supervisor. Any employee who works unauthorized overtime must accurately record any overtime hours worked and will be paid for such time but may be subject to discipline for failing to secure the required advance authorization. No supervisor or other employee has the authority to direct or approve “off the clock” work. Any employee who is asked not to record time worked, including overtime, must promptly report the request to the CEO.

Paid or unpaid time off pursuant to a NWBA policy (e.g., holidays, sick leave), will not be counted as hours worked for purposes of determining whether an employee is entitled to receive overtime pay.

Salary for Exempt Employees

Exempt employees work as few or as many hours as are necessary to get the job done. Unless permitted by applicable law, the NWBA does not reduce an exempt employee’s predetermined compensation for any partial-day absence; any partial-week absence occasioned by the NWBA or its operating requirements, including holidays and partial-week shutdowns; or because of variations in the quality of work performed. Exempt employees who believe their salary has been improperly reduced should report the problem in writing immediately to the CEO. The NWBA will reimburse an employee for an improper deduction.

Meal and Rest Breaks

Non-exempt employees are entitled to meal and rest breaks under applicable state law. For additional information, Colorado employees should refer to the Colorado Overtime and Minimum Pay Standards Order poster (Attachment A).

MISCELLANEOUS

Personnel Records

Upon request, employees will be allowed to inspect their personnel files at least one time per year. Employees who wish to review their personnel files should contact the CEO. The review will take place in the presence of the organization’s representative at a time that is convenient for both the employee and the NWBA. Employees are permitted to obtain a copy of their personnel files but may be required to pay reasonable costs for the duplication of the documents.

Following separation from employment, former employees may inspect and/or obtain a copy of their personnel files one time. The former employee may be required to pay reasonable costs for duplication of the documents.

For purposes of this policy, a personnel file does not include documents required by law to be placed in a separate file or records relating to:

- Confidential reports from previous employers of the employee;
- An active criminal investigation;

- An active disciplinary investigation by the NWBA or an active investigation by a regulatory agency; and
- Information that identifies an individual who made a confidential accusation against the employee.

Resignation/Termination of Employment

Employees are encouraged to communicate first with their supervisor and provide at least two (2) weeks written notice of resignation of employment. The NWBA may choose to end the employment relationship before the expiration of any notice period. Employees will receive their final pay in accordance with applicable law and NWBA policies. Employees must return all NWBA property immediately upon termination of employment. The NWBA will complete an employee off-boarding process, including return of organization property, transfer of codes and passwords, and providing benefits details.

Professional Development

The NWBA is firmly committed to a policy of encouraging employees to continue professional development through attendance at pertinent conferences, professional meetings and associations. To participate in such meetings an individual must make advance arrangements for their NWBA responsibilities, with these arrangements to be approved by the CEO (or Board of Directors for the CEO position).

Employees may be required to use Discretionary Time Off (DTO) for Professional Development activities, at the discretion of the CEO (or Board of Directors for the CEO position).

Professional Development costs (if the employee desires that these costs be reimbursed by the NWBA) must be approved by the CEO (or the Board of Directors for the CEO position) in advance of the employee attending the professional development activity.

HEALTH AND SAFETY

Drug and Alcohol-Free Workplace

The NWBA is dedicated to fostering a work environment free from the behavior altering effects of drugs and alcoholic beverages. Use of alcohol and unlawful use of drugs while on duty can result in increased safety risks, workplace injuries and faulty decision making.

Therefore, except as otherwise provided in this policy, the NWBA prohibits the following activities while working, while attending NWBA events, while on NWBA property (including parking facilities), and while operating or occupying NWBA equipment, machinery or vehicles:

- Use, consumption, or possession of alcohol or illegal drugs;
- Buying, selling, offering, or receiving illegal drugs;

- Reporting to work or working while under the influence of alcohol or illegal drugs; and
- Electronic cigarettes or tobacco use in any form outside of designated outdoor smoking areas.

The NWBA recognizes that from time-to-time alcohol may be served at certain business- or event-related functions, meals or entertainment activities. No employee is required or urged to drink alcohol at any such function or as a part of the employee's job. Whether or not an employee decides to do so is their own personal choice. Any employee who drinks alcohol at a NWBA-sponsored function or business-related event should do so in moderation and may not drive or conduct business (including but not limited to negotiating or entering into any agreements on behalf of the NWBA) while impaired by drugs or alcohol. Employees may possess over-the-counter medications and lawfully prescribed medications while working and may use such medication, consistent with recommended dosages for the medication and provided the use does not impair the employee's ability to perform safely and effectively their assigned duties.

For purposes of this policy, "illegal drugs" includes legal drugs that were not legally obtained or that were used for purposes other than the purpose for which they were prescribed. Under the federal Controlled Substances Act, 21 U.S.C. sec. 801 et seq., use or possession of marijuana and its metabolites continues to be illegal under federal law, and is therefore prohibited under this policy, regardless of any state law legalizing the use or possession of marijuana for specific purposes or in certain amounts.

The NWBA encourages any employee who may have an alcohol or drug-related problem to seek other professional assistance. Employees, however, should seek help before the dependency affects their job performance. While drug or alcohol dependency itself is not grounds for discipline or termination of employment, any work problems resulting from such use or dependency will be dealt with as any other work-related problem and may be cause for discipline or discharge.

Safety Laws/Workers' Compensation

The NWBA will comply with all applicable safety laws and make efforts to reduce the possibility of workplace accidents. Any employee who has any concerns about safety within the work environment is strongly encouraged to immediately report them to the employee's supervisor or CEO.

Workers' compensation insurance is provided by the NWBA at no cost to its employees and provides compensation for injuries or illness arising in the course and scope of employment in accordance with applicable law. All employees are protected by this insurance from the first day of employment. Any employee who sustains an illness or injury while on the job, no matter how minor, should report the injury or illness to their supervisor immediately.

If the employee needs emergency medical care, the employee should contact 911 or otherwise secure emergency treatment, and then subsequently notify the employee's

immediate supervisor. If the injury or illness is not an emergency, then the employee should seek care from a designated provider of the NWBA and also notify the immediate supervisor. All employees are expected to provide WRITTEN NOTICE TO THE NWBA WITHIN FOUR (4) WORKING DAYS OF THE ACCIDENT OR ONSET OF ILLNESS. This written report should be provided to the employee's supervisor. If you fail to report your injury or occupational illness or disease promptly in writing, your workers' compensation insurance benefits may be affected.

Violence-Free Workplace

To maintain a safe workplace, the NWBA prohibits the possession of firearms or other weapons (unless otherwise permitted by applicable law), violence and any type of violent or threatening behavior towards employees, contractors, vendors, suppliers, members, athletes, officials, classifiers, donors, sponsors, and volunteers at any time while on or using NWBA property or attending a NWBA event, during working hours or after hours, or while an employee is engaged in NWBA business regardless of the employee's location. All temporary employees, contractors, freelancers, vendors, members, volunteers, service personnel and visitors of any type are also prohibited from carrying firearms or other weapons on NWBA premises (unless otherwise permitted by applicable law).

For purposes of this policy, "violent behavior" includes, but is not limited to, any physical touching that is intended to or does inflict injury on another, including but not limited to the use of a weapon against another individual. Violent behavior also includes, but is not limited to, stalking or intimidating a person, making physical or verbal threats, and intentionally destroying NWBA property or property of another individual affiliated with the NWBA.

"NWBA property" includes, but not limited to, desks, offices, workstations, file cabinets, e-mail and voicemail, facilities, buildings, structures and motor vehicles, whether owned, leased, or used by the NWBA. NWBA property is intended to apply to all work locations and sites in which the NWBA does business and transportation between such locations while in the course and scope of employment for the NWBA, except where firearms are allowed by law in parking facilities or parking areas.

Employees should report the following incidents immediately to any member of management with whom they feel comfortable:

- Any suspicious activity or unauthorized persons in the building or parking lot.
- Anyone in possession of a firearm or other weapon while on NWBA property.
- Possession by an employee of a firearm or other weapon while at an NWBA event or engaged in NWBA business regardless of whether or not they are on NWBA property.
- Any threatened or actual violent behavior by or against an employee while on NWBA property, at a NWBA event or while engaged in NWBA business.
- Any threat of violent behavior made known to an employee when off NWBA property and not engaged in NWBA business, if there is reason to believe that

the threat may be carried out on NWBA property, at a NWBA event or while the employee or person making the threat is engaged in NWBA business.

- Any other incident the employee finds threatening or believes might lead to a violent altercation while on NWBA property, at a NWBA event or while engaged in NWBA business.

Any employee who feels that they are in imminent danger of being harmed should dial 911 if the situation warrants.

Computer and Communications Systems

The NWBA's computer, Internet, e-mail, voicemail, chat, video call, telephone, social media sites and other electronic communication systems are property of the NWBA and intended for business use during working time. Employees that learn of use of electronic communications that are inconsistent with the requirements of this policy must immediately notify the CEO. Violations of this policy may result in disciplinary action, up to and including termination of employment.

No Expectation of Privacy

Employees do not have a personal privacy right in any matter created, received, sent, accessed, or stored on any NWBA electronic communication systems, including but not limited to, computer, telephone, voicemail, e-mail, video call, chat, text, social media sites or Internet connection. Designating a matter as private or confidential or the existence of passwords and "message delete" functions does not restrict or eliminate the NWBA's ability or right to access electronic communications. The NWBA monitors its electronic communication systems and Internet connection and, at any time and without prior notice, may record telephone and video calls, listen to voice mail, and read and copy any and all files or data contained therein (including, but not limited to, e-mail messages, chat, text and personal file directories). The NWBA maintains full access to all electronic communication systems for the purpose of assuring compliance with legal requirements as well as internal policies, supporting the performance of internal investigations, and assisting with the management of the NWBA's information systems.

All use of electronic communications must conform to the same standards of propriety as any other verbal or written business communication. Demeaning, harassing or defamatory communications, messages or postings are prohibited. This includes, but is not limited to, any electronic communication that is inconsistent with the NWBA's Anti-Discrimination and Non-Harassment Policy.

Security

Computer resources are assets of the NWBA and are to be protected from unauthorized access, modification, destruction, theft or disclosure. The NWBA issues login names and passwords for individual use only. All login names, passwords and other information regarding access to NWBA systems must be kept confidential by NWBA employees. Sharing of login names and passwords is strictly prohibited, except when NWBA management requires an employee to disclose a password or other encryption key applicable to any NWBA device or data file. Certain NWBA management, however,

may have access to logins and passwords of others for purposes of monitoring contents of NWBA computers, computer systems, networks, databases, software, information storage media or any other NWBA information.

No employee may engage in or do the following:

- Knowingly gain access to, attempt to gain access to, or cause access to be gained to any computer, computer system, network database, software, information storage media, or any other NWBA business system for which they do not have authorization.
- Copy to a personal system any data, information, or programs contained on or in a computer, computer system, network, database, software, information storage media, or other device owned or licensed by the NWBA without written consent of the NWBA.
- Alter, delete, or destroy NWBA data, information or programs contained on or in a computer, computer system, network, database, software, information storage media, or other device owned or licensed by the NWBA without written consent of the NWBA.
- Knowingly introduce a set of instructions (such as a virus), programmatic or otherwise, into a computer, computer system, network, database, software, storage media, or other device owned by or licensed by the NWBA to perform any act that is inconsistent with the business purposes or requirements of the system or the NWBA, including but not limited to the destruction of data, or rendering the information inaccessible to NWBA management.

The internet is a public network and as such information sent over the Internet (including e-mail or instant messaging services (IM) is not secure. Sensitive or confidential information should not be transmitted over the internet unless precautions are taken.

Laptop computers and tablets are frequently targets of theft and may contain NWBA confidential information. If an employee is issued a laptop computer/tablet, it is the employee's responsibility to safeguard the laptop/tablet at all times (e.g., do not leave in a parked car or hotel room), and remove from the laptop all unneeded confidential information, password protect files, and ensure that the information on the laptop cannot be misappropriated.

E-mail and Other Electronic Messaging

The NWBA has an electronic mail (e-mail) network (references to e-mail in this policy include text, chat and other electronic messaging using NWBA systems or devices). Internet e-mail greatly extends the NWBA's e-mail system, and all computer use policies apply equally to internal as well as external e-mails. These systems and all messages composed, sent, and/or received using these systems are the property of the NWBA. No employee should have any expectation of privacy with regard to their e-mail usage. The NWBA reserves the right to search, access, copy and use as it sees fit any and all e-mail messages in its systems. All e-mail use by employees must comply with NWBA policies, be lawful, and not involve a conflict of interest or use for the benefit of a

third party or a private commercial activity.

Employees should be aware that even accessing an external, personal, web-based e-mail account using a NWBA computer might leave information on the computer and that the information created this way is subject to search, access, copying and use by the NWBA.

Abuse of e-mails may result in the removal of the employee's account or other disciplinary action up to and including termination of employment. Be aware that messages may be forwarded and read by others in addition to the original addresses. The e-mail system is not intended and should not be used as a storage or electronic filing system.

Internet

The NWBA's connection to the internet is principally for work-related purposes. Limited use of the NWBA's internet is permitted so long as such use is minimal and does not impact performance or violate any of the NWBA's policies or work rules. Any unauthorized use of the internet is prohibited. Unauthorized uses include, but are not limited to, posting, viewing, downloading, or otherwise transmitting or receiving offensive, defamatory, pornographic, or sexually explicit material; engaging in computer "hacking" or other related activities; or attempting to disable or compromise the security of information on any computer.

Internet access is a business tool and must be used in an appropriate manner. NWBA employees must conduct themselves appropriately on the internet and respect copyrights, software licensing rules, property rights, and privacy, as in any other business dealing. All existing NWBA policies apply to an employee's conduct on the internet while working or for NWBA-related purposes, including those that deal with intellectual property protection, privacy, misuse of resources, harassment, data security and confidentiality. No employee should have any expectation of privacy with regard to any aspect of their internet usage while using NWBA equipment or systems.

Blogs and Social Networking Sites

The NWBA supports use of electronic media as a vehicle for personal and business networking, but employees who maintain social media pages (including, but not limited to, forms of online publishing and discussion, including blogs, wikis, file-sharing, user-generated video and audio, virtual worlds and social networks) are expected to comply with the following guidelines:

- Employees should not misuse the NWBA's time and resources. Only employees who are required and approved to use electronic media as part of their jobs may have access to social media on the NWBA's computers and during regular working hours, and then only to conduct NWBA business.
- Employees must not make unauthorized statements on behalf of the NWBA. Content placed on electronic media regarding the NWBA or its management, employees, members, athletes, officials, classifiers, donors, sponsors, volunteers, contractors, competitors or vendors must be free of any impression

that the views expressed are anything more than personal opinion; in other words, such content must make clear that it does not represent the views of the NWBA. Postings that disclose an employee's association with the NWBA should include a disclaimer stating that any opinions expressed are the employee's own and do not represent those of the NWBA.

- Employees must not violate the NWBA's policies. Use of electronic media may not conflict with any of the NWBA's existing policies including, but not limited to, the Anti-Discrimination and Non-Harassment policy, the Code of Conduct, and the Violence-Free Workplace policy.
- Employees must not use or disclose confidential or proprietary information. Use of electronic media may not conflict with the NWBA's Confidentiality and Intellectual Property policy.

This policy does not in any way limit employees or prohibit them from engaging in conduct that is protected under the National Labor Relations Act.

Use of Communication Devices while Driving

Employees are expected to use any communication devices (handheld or hands-free) in a safe and lawful manner while driving on NWBA business. In Colorado, texting and other manual data entry while driving is unlawful and should be avoided. Employees driving on NWBA business in other states or outside the U.S. are expected to comply with applicable law.

Software

To prevent computer viruses from being introduced into the network, caution must be taken when downloading files from the Internet. For this reason, the NWBA may restrict the download and installation of third-party applications and files. Installing any personal software on NWBA computers is strictly prohibited without prior approval. Unlicensed software may not be installed on any NWBA computer. The NWBA reserves the right to remove unauthorized software or files at any time.

Searches and Inspections

In its discretion, the NWBA or persons authorized by the NWBA (including security and law enforcement personnel) may inspect or search storage areas, lockers, equipment, desks, computer equipment, and other NWBA property and facilities as well as employee personal possessions brought onto NWBA's premises including its parking areas, including but not limited to employee knapsacks, purses, briefcases, computer files, hard drives, and disks, and vehicles. Employees should have no expectation of privacy as to NWBA property and as to employee personal possessions and vehicles brought onto NWBA premises.

ATTACHMENT A



COLORADO WAGE & HOUR RIGHTS & RESPONSIBILITIES: The COMPS Order (Colorado Overtime & Minimum Pay Standards) Poster & Notice

Effective 1/1/2025
Use new version, released by each December

- 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; coloradolaborlaw.gov lists all local minimum wages
 - 15% lower is allowed for unmanipulated 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 to 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 tipped 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 8-4-05 not for poor work, breakage, quitting 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)
- Executive/supervisor, administrator, or professional; \$56,485 (updated yearly) in salary (not hourly pay)
 - Other high-level work: non-manual jobs paid 2¼ times the above salary; owners who actively manage
 - Some (not all) salespeople, computer professionals, drivers, camp/outdoor staff, or property managers
 - Duties to pay wages, including most limits on deductions, still apply if exempt; from COMPS

- Employer Responsibilities** (Rule 7)
- 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

- Complaint & Anti-Retaliation Rights** (Rule 8)
- File complaints in the Division or Court, or send the Division confidential tips
 - Retaliator, 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)



This notice in other languages: cdle.colorado.gov/LaborStandardsPosters

Spanish guidance & complaints: LeyesLaboralesDeColorado.gov

For all laws, guidance, & complaints: ColoradoLaborLaw.gov

ATTACHMENT B

Colorado Employee Time Off, Leaves of Absence and Other Benefits Policies

GENERAL INFORMATION

Below is information regarding the National Wheelchair Basketball Association (NWBA) Colorado Employee Time Off Benefits, Leaves of Absence and Other Benefit Policies. In the event that an employee is employed to work in another state or of any ambiguity or any inconsistency between these policies and applicable law, applicable law controls.

For short-term absences, full-time employees should refer to the Discretionary Time Off Policy and part-time employees should refer to the Colorado Healthy Families And Workplaces Act Policy; both address employer-provided paid time off. For longer-term absences, all employees should refer to the Colorado Paid Family and Medical Leave Insurance (FAMLI) Act Policy, which is state-provided partial wage replacement benefits.

Note that these policies are reviewed and revised from time to time and are subject to change without advance notice. For additional information about any of these policies, contact the CEO (or the President of the Board of Directors, as applicable). For purposes of these policies, “full-time employee” is an employee who regularly works 40 or more hours per workweek. For purposes of these policies, where employees are required to contact or coordinate with the CEO, the CEO must contact or coordinate with the President of the Board of Directors.

HOLIDAY RECOGNITION

The NWBA recognizes Federal Holidays, and the office will be closed. Federal Holidays are typically: New Year’s Day, Martin Luther King, Jr. Day, Presidents’ Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

The dates on which holidays will be recognized fluctuate annually based upon the calendar changes. Employees should reference: <https://www.opm.gov/policy-data-oversight/pay-leave/federal-holidays/> for the list of holidays being recognized each year. If the NWBA’s office is scheduled to be open for business on a Federal Holiday as determined by the CEO, NWBA employees who are required to work will be provided a different day off at a time agreed to by the employee and the CEO.

The NWBA strives to provide reasonable accommodation of religious or cultural holidays. Employees are requested to discuss these needs with the CEO at least two (2) weeks in advance of the date of the holiday.

DISCRETIONARY TIME OFF – FULL-TIME COLORADO EMPLOYEES

The NWBA has a culture of accountability, performance, and quality, and we believe these aspects are strengthened through thoughtful work-life balance. Employees should take responsibility for managing their own time, collaborating with colleagues to ensure appropriate support and coverage, and communicating proactively with the CEO; the CEO will coordinate time off with the President of the Board of Directors. Rather than allotting a specific number of vacation, paid sick leave or other paid time off days annually, the NWBA offers Discretionary Time Off (DTO), allowing eligible employees to take the amount of paid time they need for purposes such as vacation, travel, non-extended illness or injury, subject to their professional judgment, ability to meet the performance expectations of their managers, and the terms of this policy as detailed further below:

- DTO applies to full-time employees working in Colorado.
- Where paid sick leave is required by law, DTO is intended to, and should be interpreted to, comply with the requirements of applicable law. Therefore, where employees are entitled to paid sick leave under applicable law, DTO should be interpreted to: (1) provide employees with an upfront allocation of paid time off that such employees may use for any purpose such employees are entitled to use leave under any applicable paid sick leave law; and (2) comply fully with the usage and other requirements of any applicable paid sick leave law. Refer to the Colorado Healthy Families and Workplaces Act information below. In addition, an employee's use of DTO for purposes not covered by applicable law (e.g., for personal vacation) may be considered when determining whether such employee is entitled under applicable law to use DTO for certain purposes.
- Rather than accruing vacation or sick time, you will plan time that you would like to take off and discuss with the CEO. You should use your professional judgment in requesting days off to achieve appropriate work/life balance consistent with your professional obligations. Except as otherwise provided under applicable law, the CEO's approval is required for you to use DTO to ensure that we can continue to deliver on the commitments we have made to our members, athletes, donors, affiliates, partners and other organizations such as the International Wheelchair Basketball Federation (IWBF) and USOPC. Among other things, the CEO may consider the needs of the team, the impact of your absence on the organization, your length of service, and the amount of time off already taken in the year. This approach allows for greater flexibility but also requires communication, team planning and foresight.
- Time off lasting one week or less should be requested at least two weeks in advance, except as otherwise specifically permitted by applicable law. We know that time off due to an emergency, unanticipated illness, unplanned time to care for another, or certain other reasons for which employees may be entitled to take leave under applicable law, can be unpredictable. In these situations, you should communicate with the CEO at the start of the workday or as soon as practical.
- Consecutive days off lasting more than one week should be pre-approved by the CEO at least a month in advance, except as otherwise required by applicable

law. Requests for more than two consecutive weeks off would be considered less common and would need approval from the CEO.

- Requests may need to be prioritized on a first-come, first-served basis given the challenges of meeting key deliverables, especially if there are limited others who can provide support in your absence. The CEO will approve DTO according to business needs and in the order that in which requests were received, subject to any applicable legal requirements. Employees will be permitted to take protected sick and safe leave off.
- Employees do not “accrue” DTO; therefore, you will not receive compensation for “unused” DTO at any point during employment with the NWBA or when you leave the organization for any reason, whether your separation is at your or the NWBA’s initiative.
- Note that DTO does not apply to – and cannot be used during – approved leaves of absence such as state paid FMLA or disability leave (e.g., CO FAMILI leave), short-term disability, long-term disability, workers’ compensation, jury duty leave, military leave, or for leave provided as a reasonable accommodation of a qualifying disability or medical condition related to pregnancy or childbirth, which are handled separately in accordance with the NWBA’s policies. In these instances, employees will need to contact the CEO, who coordinates leave requests. Failure to contact the CEO in a timely manner may result in delayed payment or eligibility determination. Such approved leave of absence time will need to be tracked separately.
- DTO is intended to reinforce trust and using good judgment. If an employee’s performance is not at an acceptable level or is being adversely impacted due to excessive time away from work, the organization reserves the right to alter or revoke the use of this practice.

COLORADO HEALTHY FAMILIES AND WORKPLACES ACT

Where required by law, the NWBA will implement the current Colorado Healthy Families and Workplaces Act (CHFPA), which is employer-provided paid sick leave generally anticipated to be used for short-term needs.

Full-time Colorado Employees

As described in the DTO policy above, Colorado full-time employees are eligible to use DTO in accordance with the protections and purposes of the CHFPA, including during a public health emergency (as defined further below).

Part-time Colorado Employees Accrual and Use of CHFPA Leave

- Eligible part-time Colorado employees will begin to accrue CHFPA leave on their date of hire.
- CHFPA leave accrues at a rate of one hour for every 30 hours worked, up to a maximum accrual of 48 hours in a calendar year.
- Exempt employees accrue CHFPA leave based on their normal hours worked, up to a maximum of 40 hours per week.

- Eligible part-time Colorado employees may use CHFVA leave as it is accrued. However, the NWBA may verify employee hours within the month after work is performed and adjust CHFVA leave accrual amounts to correct any inaccuracy. The NWBA will notify employees in writing of any such change in accrued CHFVA leave amounts.
- CHFVA leave may be used in hourly increments.
- Eligible employees may use up to 48 hours of CHFVA leave in any benefit year.
- Failure to use CHFVA leave in good faith and for the reasons specified in this policy can result in discipline.

Requesting CHFVA Leave

The NWBA will allow use of CHFVA leave for a covered use upon request. Requests can be made orally or in writing (including electronically). When possible, employees should include the expected duration of the absence in their request for leave.

When the need for CHFVA leave is foreseeable, employees must make a good faith effort to provide advance notice of the need for leave and a reasonable effort to schedule the leave in a manner that does not unduly disrupt NWBA's operations. To provide this advance notice of the foreseeable need to use CHFVA leave, employees should contact the CEO.

Documentation of CHFVA Leave

If CHFVA leave is for four or more consecutive workdays (meaning at least four consecutive days that the employee would ordinarily have worked), the NWBA may request that employees provide reasonable documentation that the CHFVA leave is being used for a permissible purpose. If the documentation submitted by the employee is not sufficient, the NWBA will notify the employee of the deficiency. The employee will then have seven days to provide documentation that cures the deficiency.

Additional Information

Reference Colorado Paid Leave, Whistleblowing & Protective Equipment poster (Attachment C) and the Colorado Summary: Paid Leave under Colorado's Healthy Families and Workplace Act (Attachment D),

Public Health Emergency Leave

Where required by law, the NWBA will provide employees with public health emergency leave (PHEL) in accordance with the terms below.

For purposes of this section, a "public health emergency" is:

- An act of bioterrorism, a pandemic influenza or an epidemic caused by a novel and highly fatal infectious agent, for which:
 - An emergency is declared by a federal, state or local public health emergency; or
 - A disaster emergency is declared by the governor; or
- A highly infectious illness or agent with epidemic or pandemic potential for which a disaster emergency is declared by the Governor.

On the day a public health emergency is declared, employees will immediately be able to access a one-time supplement of PHEL. Employees who normally work 40 or more hours in a week are allowed to take up to 80 hours of total paid leave.

From the declaration of a public health emergency until four weeks after the official termination or suspension of the emergency declaration, PHEL can be used for any of the reasons required by applicable law.

LEAVES OF ABSENCE

To apply for any leave of absence, employees should contact the CEO. Employees who apply for a leave will be asked to identify the reason for the leave, when they want the leave to begin and when they want the leave to end. The CEO will provide information as to whether additional requirements may be required (e.g., certification of a health condition) and inform employees what type and duration of leave, if any, has been approved. Note, however, that FAML leave eligibility is determined by the Colorado Department of Labor and Employment, Division of Family and Medical Leave Insurance – not the NWBA – as described below.

All leaves are granted for a specific period of time. Any employee who foresees being unable or unwilling to return to work at the end of the leave period should apply for any other leave for which they may be eligible, including an extension of the current leave. Employees who do not return to work at the end of an approved leave period, including any extensions, may be terminated as of the date the leave ends.

Leaves of absence or other time off is governed by various laws and the NWBA will comply with applicable law. Employees who need time off that is in addition to or is not covered under the provisions herein should contact the CEO to determine whether any other type of leave is available at their work location.

Military Leave

The NWBA complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law pertaining to military leave. Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be provided the necessary time off and reinstated in accordance with applicable law. Military orders should be presented to the CEO and arrangements for leave made as early as possible before departure.

Employees must notify the CEO of their intent to return to employment as required by applicable law. No attempt is made in this policy to cover all possible situations and circumstances that may arise in connection with the military service of an employee. Therefore, as military leave situations arise, employees should consult with the CEO for complete details regarding their military leave rights.

General Leave of Absence

Employees who must be away from their job for greater lengths of time than the NWBA's standard leave policies allow may request a general leave of absence without pay. During a general leave of absence, employees will not be eligible for any of the benefits of a full-time employee. Whether to grant such a leave and the conditions of any such leave that is granted will be decided in the sole discretion of the NWBA. Employees may not be guaranteed a return to the same job.

Jury Duty

Employees who are required to serve on a jury should let their supervisor (or Board of Directors for the CEO) know as soon as possible. Employees will receive their regular compensation for the first three days of jury duty up to \$50 per day, unless otherwise agreed to by the NWBA or required by applicable law. Any additional time off under this policy will be without pay, except that exempt employees will not incur any reduction in pay for a partial week absence due to jury duty. Typically, jurors receive a nominal jury duty payment from the State of Colorado for each day served on a jury, as well as potential reimbursements for travel expenses.

Employees should provide the CEO with notice of any jury summons or subpoena within a reasonable amount of time after receipt and before their appearance is required. Employees seeking compensation for jury duty leave must provide a juror service certificate from the court as soon as practical.

Colorado Paid Family and Medical Leave Insurance (FAMLI) Act

In accordance with the Colorado Paid Family and Medical Leave Insurance (FAMLI) Act, eligible employees may be entitled to a leave of absence with partial wage replacement benefits from the Colorado Department of Labor and Employment, Division of Family and Medical Leave Insurance (CDLE) for longer term absences, including to care for their own serious health condition, care for a family member with a serious health condition, bond with a new child, assist with obligations that arise when a family member is called into active military service, or address the immediate safety needs and impact of domestic violence and/or sexual assault.

Eligible Employees

Eligibility is determined by the CDLE, not the NWBA.

Contributions

FAMLI benefits are funded by employee contributions. Employee contributions are deducted from employee paychecks, and the amount of the contribution depends on the employee's eligible wages. The amount of any deduction taken will be reflected on an employee's paystub.

Reasons for and Length of Leave

Eligible employees are entitled to up to 12 weeks of FAMLI leave in an application year for any of the following reasons:

1. The employee's serious health condition;

2. To care for a family member with a serious health condition;
3. Bonding leave to care for a new child during the first year after the birth, adoption or placement of the child through foster care;
4. Qualifying exigency leave; and
5. Safe leave.

Eligible employees will be allowed a maximum of 12 weeks of FAMLl leave, in the aggregate, in an application year for any of the foregoing reasons, except that eligible employees with a serious health condition related to pregnancy complications or childbirth complications are entitled to up to an additional four (4) weeks of FAMLl leave.

The NWBA will not count FAMLl leave as an absence that may lead to or result in discipline, discharge, demotion, suspension or any other adverse action.

Wage Replacement Benefits

The determination of FAMLl eligibility and the amount of wage replacement benefits is determined by the CDLE, not the NWBA. FAMLl benefits are calculated by the CDLE based on the employee's average weekly wage in relation to the state average weekly wage and are capped at a maximum weekly benefit amount that is adjusted annually. The CDLE will decide whether to grant or deny a claim for FAMLl benefits within two (2) weeks of the application being filed.

Employees may use available NWBA-provided paid time off during their absence from work while their application for FAMLl leave is pending with the CDLE. Once their application is approved, the NWBA may recoup any NWBA-provided paid time off used during the approved FAMLl leave period.

Health Benefits

During an approved FAMLl leave, the NWBA will continue making contributions to an employee's group health benefits on the same terms as if the employee had continued to work. This means that, if an employee wants benefits coverage to continue during FAMLl leave, the employee must continue to make any premium payments they were required to make for themselves or their dependents prior to the leave.

Intermittent or Reduced Schedule Leave

In addition to a continuous leave (i.e., a non-recurring, uninterrupted period of leave), eligible employees may take FAMLl leave on an intermittent basis (i.e., taking leave in separate blocks of time due to a single qualifying reason) or on a reduced schedule basis (i.e., reducing the employee's normal weekly or daily work schedule). If an employee is approved for intermittent or reduced schedule FAMLl leave, the employee must submit documentation sufficient to recertify their need for leave every six (6) months, or as requested by the CDLE.

Employees seeking intermittent or reduced schedule FAMLl leave must notify the CDLE and the NWBA of their leave schedule. Employees taking intermittent leave must notify

the CDLE of their individual absences in order to receive wage replacement benefits for the absences.

Employees who are approved for and take intermittent or reduced schedule leave and who fail to work in accordance with that leave schedule may be subject to discipline. If an employee's use of intermittent FAMLl leave is inconsistent with the CDLE's approval, the NWBA may also request additional information in support of the need for leave.

Applying for FAMLl Benefits

Employees must file claims for FAMLl benefits directly with the CDLE using the state's My FAMLl+ online system, by mail or by email.

By submitting an application for benefits, an employee consents to the CDLE sharing with the NWBA, upon the NWBA's request, limited information necessary for the NWBA to coordinate FAMLl benefits with other benefits for which the employee may be eligible. The NWBA will treat any medical or health information it receives in connection with FAMLl benefits as confidential and will not disclose such information except with the permission of the employee requesting leave, unless disclosure is otherwise required by law.

Requesting FAMLl Leave

Employees must notify the NWBA of the need for FAMLl leave by contacting the CEO (or the President of the Board of Directors, as applicable). Employees must specify whether the anticipated leave is continuous, intermittent, or reduced schedule, the anticipated starting time, duration, and if applicable, frequency of the leave. For employees taking intermittent leave, these scheduling and notice requirements apply to each absence. Employees must also give the NWBA reasonable details about their work and leave schedule and must take reasonable steps to notify the NWBA in advance of any change in their planned work and leave schedule.

If the need for leave is foreseeable, the employee must provide 30 days' notice of the need for leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the NWBA's operations (subject to approval from the employee's health care provider). If the necessity for leave is not foreseeable, or providing 30 days' notice is not possible, the employee must provide the notice as soon as practicable. "As soon as practicable" means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case.

Employees on an approved FAMLl leave must notify the CDLE within 10 days after the occurrence of any event, or the foreseeability of any event, that could change the amount or duration of approved leave.

Return to Work

The NWBA may require an employee to provide certification of the employee's fitness for duty prior to returning to work from a FAMLl-approved absence.

Coordination With Other Leaves and Benefits

FAMLI leave will run concurrently with leave taken under the Colorado Family Care Act (FCA) if the leave qualifies under the law.

FAMLI leave will also run concurrently with leave taken under any disability plan or an employer-provided paid family and medical leave benefit, if the absence qualifies under each respective program. This means that the NWBA will count FAMLI wage replacement amounts and the duration of FAMLI leave toward the remaining benefit amounts and leave duration provided under a NWBA-provided disability plan or paid family and medical leave benefit. In no case will the combined pay an eligible employee receives through any wage-replacement program(s), including FAMLI benefits and any NWBA-provided disability plan or paid family and medical leave benefit, exceed the employee's average weekly wage. Additionally, all wage-replacement benefits will be fully integrated to avoid duplication of benefits, to the fullest extent permitted by state or federal law.

The NWBA will not require employees to use or exhaust any accrued sick leave or other NWBA-provided paid time off prior to or while receiving FAMLI benefits. Note that employees may not use NWBA-provided DTO or other paid time off as a supplemental benefit to FAMLI.

Additional Information

For additional information, see Colorado FAMLI Program Notice (Attachment E) and the Colorado Department of Labor and Employment Family and Medical Leave Insurance Program website (<https://famli.colorado.gov>).

OTHER STATE REQUIRED LEAVE

In conjunction with the various types of leave set forth in these Employee Policies, Colorado employees may also be eligible for similar or additional leave benefits under Colorado law, including:

- Adoption Leave
- Civil Air Patrol Leave
- Crime Victim Leave
- Domestic Violence Victim Leave
- Family Care Act Leave
- Military Leave
- Qualified Volunteers Leave
- Volunteer Firefighters Leave

GENERAL INFORMATION ABOUT OTHER BENEFITS

Below is information generally describing the NWBA's employee benefits in effect as of January 1, 2026. Note that benefits are reviewed and revised from time to time and are subject to change without advance notice. In addition, many of the benefits described below are governed by insurance policies, summary plan descriptions, or benefit plans. In case of any inconsistencies between the information below and the insurance policies, summary plan descriptions, or benefit plans, the insurance policies, summary plan descriptions, or benefit plans will control. For additional information about any of the benefits, contact the CEO.

Medical and Dental Insurance

Full-time employees who work 40 hours per week are eligible for medical and dental insurance benefits. Where eligible, insurance coverage generally begins on the first of the month following the date of hire. Insurance coverage generally terminates on the last day of the month in which the employee is no longer eligible. Where eligible and elected, COBRA continuation coverage may begin on the first of the month following the date of employee's termination or other loss of coverage.

Retirement Savings Plan

Full-time employees who work 40 hours per week are eligible to participate in the NWBA's 401(k) Retirement Savings Plan. Where eligible, the Plan generally begins as of the date of hire and generally terminates on the day in which the employee is no longer eligible.



COLORADO
Department of
Labor and Employment

Colorado Workplace Public Health Rights Poster: PAID LEAVE, WHISTLEBLOWING, & PROTECTIVE EQUIPMENT

Updated July 14, 2022
may be updated periodically

THE HEALTHY FAMILIES & WORKPLACES ACT ("HFWA"): Paid Leave Rights

- Coverage: All Colorado employers, of any size, must provide paid leave
- All employees earn 1 hour of paid leave per 39 hours worked ("accrued leave"), up to 48 hours a year.
- Employees are required to be paid their regular pay rate during leave, and the employer must continue their benefits.
- Up to 48 hours of annual accrued leave carries over for use during the next year.
- For details on specific situations (irregular hours, non-hourly pay, etc.), see Wage Protection Rule 5A, 7 COCR 1105-7.
- Up to 80 hours of supplemental leave applies in a public health emergency (PHE), until 4 weeks after the PHE ends.*

Employers can use accrued leave for the following safety or health needs:

- (1) a 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) caring for a family member experiencing a condition described in category (1) or (2);
- (4) grieving, funeral/visitation attendance, or financial/legal needs after a death of a family member;
- (5) due to inclement weather, power/water loss, or other unexpected occurrence, the employee needs to either:
 - (a) evacuate their residence, or
 - (b) care for a family member whose actual or place of care was closed, or
- (6) in a PHE, a public official closed the workplace, or the school or place of care of the employee's child.

Employer Policies (Notice, Documentation, Incremental Use, Privacy, and Paid Leave Records)

- Written notice and posting: Employers must (1) provide notice to new employees no later than their other onboarding documentation; and (2) display updated posting, and provide updated notices to current employees, by end of year.
- Notice for "reasonable" leave: Employers may adopt "reasonable procedure" in writing as to how employees should provide notice if they require "reasonable" leave, but cannot deny paid leave for non-compliance with such a policy.
- An employer can require documentation to show that accrued leave was for a qualifying reason only if leave was for four or more consecutive work days (i.e. days when an employee would have worked, not calendar days).
- Documentation is not required to take accrued leave, but can be required as soon as an employee returns to work or separates from work (whichever is sooner). No documentation can be required for PHE leave.
- To document leave for an employer's (or an employee's family member's) health-related need, an employer may provide: (1) a document from a health or social services provider if services were received and a document can be obtained in reasonable time and without added expense; otherwise (2) the employee's own writing.
- Documentation in domestic abuse, sexual assault, or criminal harassment can be a document or writing under (1) above (e.g. legal or shelter services provided) or (2) above, or legal document (restraining order, police report, etc.).
- If an employer reasonably denies an employee's documentation deficient, the employer must: (A) notify the employee within seven days of either receiving the documentation or the employee's return to work or separation (whichever is sooner), and (B) give the employee at least seven days to cure the deficiency.
- Incremental Use: Depending on employer policy, employees can use leave in either hourly or six-minute increments.

This Poster summarizes two Colorado workplace public health laws: C.R.S. § 8-13.3-401 et seq. (paid leave), and C.R.S. § 8-14.4-101 et seq. (health and safety whistleblowing) including amendments current as of the date of this poster. It does not cover other health or safety laws, rules, and orders, including under the federal Occupational Safety and Health Act (OSHA), from the Colorado Department of Public Health and Environment (CDPHE), or from local public health agencies. Contact those agencies for such health and safety information.

*In a PHE, employee gain additional hours of leave for inability to work, testing, quarantining, caring for family in such situations, and related needs. No PHE is now in effect; this poster will be updated if one is declared.

This poster must be displayed where easily accessible to workers, shared with remote workers, provided in other languages as needed, and replaced with any annually updated versions.

This Poster is a summary and cannot be relied on as complete labor law information. For all rules, fact sheets, translations, questions, or complaints, contact:

DIVISION OF LABOR STANDARDS & STATISTICS, ColoradoLaborLaw.gov, edle_labor_standards@state.co.us, 303-318-8441 / 888-390-7936.

- Employee Privacy: Employers cannot require employees to disclose "details" about an employee's (or their family's) HFWA-related health or safety information; such information must be treated as a confidential medical record.
- Records must be retained and provided upon request: Employers must provide documentation of the amount of paid leave employees have (1) available for use, and (2) already used during the current benefit year, including any supplemental PHE leave. Information may be requested once per month or when the need for HFWA leave arises.

Retaliation or Interference with HFWA Rights

- Paid leave cannot be treated as an "absence" that may result in firing or another kind of adverse action.
- An employer can't be required to find a "replacement worker" or job coverage when taking paid leave.
- An employer cannot fire, threaten, or otherwise retaliate against, or interfere with use of leave by, an employee who: (1) requests or takes HFWA leave; (2) informs or assists another person in exercising HFWA rights; (3) files a HFWA complaint; or (4) cooperates/testifies in investigation of a HFWA violation.
- If an employer's reasonable, good-faith HFWA compliance, request, or other activity is incorrect, an employer need not agree or grant it, but cannot act against the employee for it. Employees can face consequences for requesting leave.

PROTECTED HEALTH/SAFETY EXPRESSION & WHISTLEBLOWING ("PHEW"): Worker Rights to Express Workplace Health/Safety Concerns & Use Protective Equipment

Coverage: All Employers and Employees, Plus Certain Independent Contractors

- HFWA covers not just "employees" and "employees," but all "participants" (an employer or a business with at least 5 independent contractors) and "workers" (employees or independent contractors working for a "principal").
- Worker Rights to Express Workplace Health/Safety Violations:
 - It is unlawful to retaliate against, or interfere with, the following acts:
 - (1) raising reasonable concerns, including informally to the principal, other workers, the government, or the public, about workplace violations of government health or safety rules, or a significant workplace health or safety threat;
 - (2) appearing or testifying, assisting, or participating in an investigation or proceeding about retaliation for, or interference with, the above-listed conduct.
 - A principal need not address a worker's PHEW-related concern, but it still cannot fire or take other action against the worker for raising such a concern, as long as the concern was reasonable and in good faith.

Workers' Rights to Use Their Own Personal Protective Equipment (PPE):

- A worker must be allowed to voluntarily wear their own PPE (mask, faceguard, gloves, etc.) if the PPE (1) provides more protection than equipment provided at the workplace, (2) is recommended by a government health agency (federal, state, or local), and (3) does not make the worker unable to do the job.

COMPLAINT RIGHTS (under both HFWA & PHEW)

- Report violations to the Division in complete or anonymous tips, or file in court after exhausting pre-lawsuit remedies.

ATTACHMENT D



COLORADO
Department of
Labor and Employment

Division of Labor Standards and Statistics
707 17th Street, Denver, CO 80202 | 303-318-8441
www.ColoradoLaborLaw.gov | www.LeyesLaboralesDeColorado.gov

Interpretive Notice & Formal Opinion (“INFO”) # 6:

Summary: Paid Leave under Colorado’s [Healthy Families & Workplaces Act](#), “HFWA”

EMPLOYEE PAID LEAVE RIGHTS:

- A. **Accrued leave** — one hour per 30 hours worked, up to 48 per benefit year, for a wide range of needs:
1. inability to work due to a mental or physical illness, injury, or health condition;
 2. obtaining preventive medical care (including vaccination), or medical diagnosis/care/treatment;
 3. needs due to domestic abuse, sexual assault, or criminal harassment including medical attention, mental health care or other counseling, legal or other victim services, or relocation;
 4. care for a family member who needs the sort of care listed above;
 5. in a PHE,¹ a public official closed an employee’s workplace, or school or place of care of their child;
 6. bereavement, or financial/legal needs after a death of a family member*¹; or
 7. due to inclement weather, power/heat/water loss, or other unexpected event, the employee must
 - (a) evacuate their residence,* or
 - (b) care for a family member whose school or place of care was closed.*
- *Note: #6 and #7 are included as reasons for HFWA leave only as of August 7, 2023.*
- B. **The right is to take leave with full pay, and return to work, without negative consequences:**
1. pay must be given for all time on leave, without extra delay, and at the same pay rate as time worked;
 2. not counted against employees as absences that that may lead to firing or other negative action; and
 3. with a right to return to work, without retaliation, or other acts interfering with taking leave and return.
- C. **Notice of HFWA rights from their employers:**
1. Employers must provide both a poster in a visible place, and written notice to each employee.
 2. The [Colorado Workplace Public Health Rights Poster](#) — available in English, Spanish, and a number of other languages — satisfies both requirements.

EMPLOYER POLICIES:

- A. **All employers** must provide HFWA leave to all employees in Colorado – regardless of the employer’s size, industry, headquarters site, or exemption from other laws.
- B. A paid time off policy or collective bargaining agreement satisfies HFWA if it gives all the same rights – covers all HFWA conditions, at the same pay, with no tougher requirements (documentation, notice, etc.).
- C. If an employee has unused, accrued leave when a need for PHE leave occurs, an employer can count the accrued leave toward the amount of PHE leave it must provide. But employees are **allowed to use PHE leave before using accrued leave**, if the reason for leave qualifies for either accrued or PHE leave.
- D. Employers can require **documentation for accrued leave**, but **not PHE leave**, and (1) only for absences of **four or more consecutive days**, and (2) employees can provide documentation **after their leave ends**.

FOR ADDITIONAL INFORMATION: See [INFOS #6B-6C](#) for more detail on these topics and common questions to the Division. Then with further questions, call 303-318-8441, or email cdle_labor_standards@state.co.us.

¹ During a public health emergency (“PHE”), employees are also entitled to additional paid leave, supplementing their unused, accrued leave as of the request: enough PHE leave to ensure they can take up to 2 weeks (80 hours if full-time, less if part-time) for inability to work, testing, quarantining, caring for family in such situations, and related needs. The COVID-19 PHE leave requirement was in effect January 1, 2021 through June 8, 2023; no PHE is now in effect.

INFOS are not binding law, but are the Division’s officially approved opinions and notices to employers, employees, and others on how the Division applies and interprets statutes and rules. The Division continues to post and update INFOS on various topics; for up-to-date INFOS, rules, and other materials, visit the Division’s [Laws, Regulations, & Guidance page](#).
Last updated Jul. 19, 2023

ATTACHMENT E



FAMLI Program Notice

Updated December 2023 | famli.colorado.gov

Deductions from Employee Wages start January 1, 2023

- The employee share of FAMLI premiums is set at 0.45% of employee wages through 2024. For 2025 and beyond, the director of the FAMLI Division sets the premium rate according to a formula based on the monetary value of the fund each year. Employers with a total of ten or more employees nationwide must also contribute an additional 0.45% of wages for a total of 0.9%, but employers with nine or fewer employees are only responsible for sending the 0.45% employee share to the FAMLI Division.
- **Starting in 2023, employers may begin deducting up to 0.45% from employees' wages for FAMLI contributions.** This can be done through a simple payroll deduction, and employees will notice the deduction on their regular paychecks. Employers are responsible for collecting those deductions and sending them into the FAMLI Division on behalf of their employees once a quarter.

Benefits start January 1, 2024

- Starting in 2024, paid family and medical leave benefits are available to most Colorado employees who have a qualifying condition and who earned \$2,500 over the previous year for work performed in Colorado.
- The qualifying conditions for paid family and medical leave are:
 - Caring for a new child during the first year after the birth, adoption, or foster care placement of that child.
 - Caring for a family member with a serious health condition.
 - Caring for your own serious health condition.
 - Making arrangements for a family member's military deployment.
 - Obtaining safe housing, care, and/or legal assistance in response to domestic violence, stalking, sexual assault, or sexual abuse.
- Covered employees are entitled to up to 12 weeks of paid family and medical leave per year. Individuals with serious health conditions caused by pregnancy complications or childbirth complications are entitled to up to 4 more weeks of paid family and medical leave per year for a total of 16 weeks.
- Leave may be taken continuously, intermittently, or in the form of a reduced schedule.
- Leave will be paid at a rate of up to 90% of the employee's average weekly wage, based on a sliding scale. Employees may estimate their benefits by using the benefits calculator available at famli.colorado.gov.
- You don't have to work for your employer a minimum amount of time in order to qualify for paid family and medical leave benefits.
- If FAMLI leave is used for a reason that also qualifies as leave under the federal FMLA, then the leave will also count as FMLA leave used.
- Employees may choose to use sick leave or other paid time off before using FAMLI benefits, but they are not required to do so.
- Employers and employees may mutually agree to supplement FAMLI benefits with sick leave or other paid time off in order to provide full wage replacement.

Filing Claims

- Benefits will be available starting January 2024. Instructions on how to apply for benefits are available at famli.colorado.gov.
- Employees or their designated representatives apply for FAMLI benefits by submitting an application and any required documentation through My FAMLI+, available at famli.colorado.gov.
- Applications may be submitted in advance of the absence from work, and in some circumstances, they may be submitted after the absence has begun.
- Approved applications will be paid by the FAMLI Division within two weeks after the claim is properly filed, and weekly thereafter for the duration of the approved leave.
- Employees can appeal claim determinations to the FAMLI Division.
- Individuals who attempt to defraud the FAMLI program may be disqualified from receiving benefits.

Job protection and continued benefits

- Employers may not interfere with employees' rights under FAMLI, and may not discriminate or retaliate against them for exercising those rights, including taking FAMLI leave, talking to others about FAMLI, and filing complaints of FAMLI violations.
- An employee who has worked for the employer for at least 180 days is entitled to return to the same position, or an equivalent position, upon their return from FAMLI leave.

Retaliation, Discrimination, and Interference Prohibited

- Employers may not interfere with employees' rights under FAMLI, and may not discriminate or retaliate against them for exercising those rights.
- Employees who suffer retaliation, discrimination, or interference may file suit in court, or may file a complaint with the FAMLI Division.

Other Important Information

- An employer may offer a private plan that provides the same benefits as the state FAMLI plan, and imposes no additional costs or restrictions. Private plans must be approved by the FAMLI Division.
- Employees and employers are encouraged to report FAMLI violations to the FAMLI Division.



ACKNOWLEDGEMENT FORM

I have received a copy of the Employee Policies, including the Colorado COMPS Order poster for Colorado employees (Attachment A), the Colorado Employee Time Off, Leaves of Absence and Other Benefits Policy (Attachment B), the Colorado Paid Leave, Whistleblowing & Protective Equipment poster (Attachment C), the Colorado Summary: Paid Leave under Colorado's Healthy Families and Workplace Act (Attachment D), and the Colorado FAMLI Program Notice (Attachment E) (collectively the "Employee Policies"), which outline current practices, policies, plans, programs and procedures of the NWBA.

I understand that it is my responsibility to read and become familiar with the information contained in the Employee Policies, and any revisions made to it. I understand that the Employee Policies are intended as reference documents containing general employment guidelines and do not necessarily represent all guidelines and practices of the NWBA. I further understand that the language contained in the Employee Policies and other guidelines or policy statements of the NWBA do not create a contract of employment. I am aware that the information in the Employee Policies is subject to change from time to time without prior notice, that the Employee Policies and the contents revoke and supersede any and all previous statements on similar subjects, and that the NWBA may deviate from the policies in individual circumstances in its discretion. Notwithstanding the foregoing, if the NWBA and I have entered into any written agreements, the Employee Policies does not replace or supersede the terms of those agreements. To the extent that the policies in the Employee Policies conflicts with the terms of such an agreement, the terms of the written agreement will control.

I understand that my employment is at-will, which means that neither I nor the NWBA is bound to continue the employment relationship, and that either I or the NWBA may end the relationship at any time for any reason without notice. I further understand that nothing in the Employee Policies modify the at-will employment relationship between me and the NWBA.

In accepting or continuing employment with the NWBA, I understand I must abide by its policies, procedures and practices and understand that failure to comply with the NWBA's policies, procedures and practices may result in the termination of my employment.

Sign and return to the CEO.

Employee Signature _____

Employee Name (Printed) _____

Date _____