If you need an accommodation for a disability in order to file a complaint, please contact the Division for assistance.

www.dora.state.co.us/civil-rights

If you are Hearing Impaired, to call CCRD, dial: 711 Bilingual staff available (Spanish/English)

DENVER

1560 Broadway, Suite 1050 Denver, Colorado 80202 303.894.2997/800.262.4845 email: CCRD@dora.state.co.us fax: 303.894.7830

GRAND JUNCTION

222 South 6th Street, Suite 301 Grand Junction, CO 81501 970.248.7303 or 970.248.7304 email: CCRD@dora.state.co.us fax: 970.242.1262

PUEBLO

200 West B Street, Suite 234 Pueblo, CO 81003 719.542.1298 email: CCRD@dora.state.co.us

fax: 303.869.0498



DORA is dedicated to preserving the integrity of the marketplace and is committed to promoting a fair and competitive business environment in Colorado. Consumer protection is our mission.





Consumer protection is our mission

Colorado Civil Rights Division Department of Regulatory Agencies

1560 Broadway, Suite 1050 Denver, Colorado 80202 303.894.2997/800.262.4845 telephone 303.894.7830 fax V/TDD: Dial 711 for Relay Colorado www.dora.state.co.us/civil-rights

Colorado's Anti-Discrimination Law Regarding Employment



Colorado Civil Rights Division



IDS/09-5484FY925 June 2009



Colorado law prohibits discrimination in employment based on:

- Race
- Color
- National Origin
- Ancestry
- Sex
- Creed/Religion
- Sexual Orientation
- Age (40-70)
- Disability (physical and mental)
- Marriage to a co-worker
- Retaliation for engaging in a civil rights-protected activity

Who is Regulated?

- Employers
- Employment Agencies
- Labor Organizations
- On the job training and vocational training programs and schools

Examples of Prohibited Discriminatory Practices Could Be:

- Hiring
- Promotion/Demotion
- Harassment
- Sexual Harassment
- Unequal Compensation/Benefits
- Termination
- Constructive Discharge
- Aiding and abetting a discriminatory practice
- Terms and Conditions of Employment
- Advertising

What is the time limit for filing a complaint?

The statute of limitations is six months from the date of the alleged discriminatory act.

Filing a Complaint:

- If you believe that you have been subjected to illegal discrimination, or you would like additional information, you may contact the Colorado Civil Rights Division.
- If it is determined that a basis for filing a claim exists, you will be provided with an intake packet that you need to complete in its entirety. Once the Division receives the completed forms it will initiate the filing process.
- When the claim is filed, the Division will initiate an investigation of your claim. Remember that when you file a claim, you must file a signed charge within six months and the burden of proof rests on you to support your allegation.
- The Colorado Civil Rights Division is an administrative agency and does not provide you with an attorney.
 If you wish to be represented by legal counsel, you may do so at your own expense.

- Upon receipt of a fullyexecuted charge, the Division will then serve the employer with a copy. The employer is expected to submit a written response to the charge within a specified period of time.
- When the Division receives a copy of the employer's response to your claim we will send to you a copy of the information relevant to your claim. Due to the



high costs incurred in printing, we will not provide a copy of every document. However, if you wish a copy of all documents, they can be provided for you at a nominal fee. Upon request, you may also review the information in the case file.

- You will be provided with an opportunity to submit a written response to the employer's position.
 The amount of time allowed will be stated in the Division's cover letter.
- During the investigation, the Division's representative may contact witnesses or conduct an on-site visit.
- After the investigation has been completed, the Director of the Colorado Civil Rights Division or designee will issue a decision.
- If the facts do not support your allegation of discrimination, the Director will dismiss the case. You may appeal the decision to the Colorado Civil Rights Commission within 10 days. Along with the dismissal, you will be issued a right to sue notice, and you will have ninety days from the date of dismissal to file in district court if you wish to pursue your claim.
- If the facts support your allegation of discrimination, the Director will issue a probable cause finding.
 The Division will then attempt to resolve your case through conciliation (mandatory mediation). Participation by both parties in the conciliation process is mandatory. If conciliation is successful, the case will be closed with a settlement. If conciliation is not successful, the case may be taken to public hearing.