

COLORADO GENERAL ASSEMBLY

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January 12, 2021

In response to Executive Order D 2020 003, which declares a disaster emergency due to the presence of Coronavirus Disease 2019 in Colorado, and pursuant to Joint Rule 44, the following personnel policies are hereby adopted for the staff of the General Assembly for the 2021 legislative session.

Aides

At any point during this state of emergency, members can, and are strongly encouraged to, authorize their aide(s) to work entirely remotely. Aides are strongly encouraged to do so. If an aide does come to work in the building they will be required to submit to COVID testing according to any relevant safety protocols.

All existing rules prohibiting campaign-related activity during hours they are being paid by the state remain in effect.

During the legislative session, aides working remotely are eligible to draw a "telecommunications" stipend that is equivalent to the travel stipend, to help defray costs of using their own wifi/technology to work from home. Aides cannot receive the telecommunications stipend on days they come in to the capitol.

If an aide is experiencing symptoms, they are required to stay home and away from the building. They may claim paid sick time while going to get tested for COVID-19.

- If they feel able to work during any period of quarantine and/or while feeling sick, they must do so remotely.

- If they're feeling ill and unable to work, their member can authorize paid sick days while they are awaiting test results or recovering. Members may authorize up to 4 paid sick days for their aides, and additional days can be authorized with approval from their respective chamber's leadership.

Aides may return to the building only after showing that they have received a negative result to a COVID test, or that they demonstrate they have completed any required quarantine period (per CDC and/or CDPHE protocols) and no longer have symptoms; though aides are still strongly encouraged to work fully remotely.

During any temporary adjournments of the legislative session:

- Aides can work up to the full 40 hours/week (or, for part-time aides, the average number of hours they have been working each week during session) remotely during the period of suspension of session and be compensated for those hours. Aide hours will continue to be drawn from each member's pool of hours during this time.
- When session is resumed, aides will be able to continue to work up to 40 hours/week for the remainder of the session. Leadership may request members to donate extra hours to each other, and additional aide hours will be approved by the Executive Committee if needed.
- Travel/parking allowance will not be in effect during the temporary adjournment since people will not be traveling to and from the Capitol; "telecommunications" stipends will still be in effect.
- Aides will continue to submit time sheets electronically through the processes developed by House and Senate staff.

Staff

During this state of emergency, staff may work remotely/from home with the permission of their supervisor and, if authorized, are strongly encouraged to do so. If a member of staff chooses to work in the building they will be required to submit to a rapid COVID test either prior to or immediately upon entering the building, according to any relevant safety protocols.

All existing rules prohibiting campaign-related activity during hours they are being paid by the state remain in effect.

If a staffer is experiencing symptoms, they are required to stay home and away from the building. They may claim paid sick time while going to get tested for COVID-19.

- If they feel able to work during any period of quarantine and/or while feeling sick, they must do so remotely.
- If they're feeling ill and unable to work, their supervisor can authorize additional paid sick time while they are awaiting test results or recovering, after accrued sick time is used.

These staffers may return to the building after showing that they received a negative result to the COVID test, or that they have completed any required quarantine period and no longer have symptoms; though any staffers authorized to work remotely are still strongly encouraged to do so.

During any temporary adjournments of the legislative session:

- All staff, full-time employees as well as session-only staff, are allowed and strongly encouraged to work remotely for the period of suspension.
 - Session-only staff can continue to work full-time during the period of suspension.
- Session-only staff's employment will continue for the remainder of the session, and any needed wrap-up time afterwards, as decided by the chamber's leadership.

Interns

Interns are strongly encouraged to work remotely throughout the state of emergency.

If an intern is feeling sick or is quarantined but not actively experiencing symptoms, they are required to stay at home and away from the building.

President Leroy Garcia, Chair

Speaker-Designate Alec Garnett, Vice-Chair

Majority Leader Stephen Fenberg

Majority Leader Daneya Esgar

Minority Leader Chris Holbert

Minority Leader Hugh McKean