



## Equal Pay for Equal Work Act, Part 2 Complaint Form

Effective on and after January 1, 2021, Part 2 of the Equal Pay for Equal Work Act, C.R.S. § 8-5-101 et seq., requires all Colorado employers to 1) notify all current employees of all opportunities for promotion in advance of making a promotion or hiring decision; 2) disclose compensation and benefits for the advertised position in all job postings, including when notifying employees of a promotional opportunity; and 3) keep records of every employee’s job description and wage rate history until two years after the end of the employee’s employment.

For more information, see the Division’s [Equal Pay Transparency Rules \(7 CCR 1103-13\)](#) and [INFO #9: Equal Pay for Equal Work Act, Part 2: Pay and Promotion Transparency](#).

<b>Section I: Complainant Contact Information</b> <i>(To file anonymously, skip to Section II)</i>		
First Name	Last Name	
Mailing Address		
City	State	Zip Code
Primary Phone	Alternate Phone	
Email Address	Preferred Contact Method Mail <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/>	

<b>Section II: Employer Contact Information</b> – <i>Complete this section to the best of your knowledge. Missing information or incomplete forms may delay the complaint process.</i>		
Employer Name		
Employer Contact Person Name		
Employer Mailing Address		
City	State	Zip Code
Employer Phone Number		
Employer Email Address	Employer website	

**Section III: Description of the Alleged Equal Pay for Equal Work Act, Part 2 Violation** *(Please check and complete the boxes that apply and provide an explanation of what happened)*

1. Did the employer fail to notify all current employees of a promotional opportunity (C.R.S § 8-5-201(1)), including a failure to include all required information in a notice *or* failure to provide the notice in time for employees to apply for the position? Yes  No

If yes, please explain:

2. Did the employer fail to include compensation and a description of benefits in a job posting (C.R.S § 8-5-201(2)), including a failure to provide an accurate and position-specific compensation and benefits description? Yes  No

If yes, please explain:

3. Did the employer fail to keep records of employee job description and wage history for at least two years after an employee's employment (C.R.S § 8-5-202)? Yes  No

If yes, please explain:

**Section IV: Supporting Documentation** *(Please attach to the complaint form)*

You should provide the Division with relevant documentation to support your complaint by attaching it to this complaint form. Supporting documentation may include a copy, photo, or screenshot of a non-compliant job posting or notice of promotional opportunity; correspondence with your employer or others concerning a promotional opportunity, hire, or promotion; and/or correspondence with your employer or others concerning employee records.

If you do not have supporting documentation, describe in detail any additional information for your allegation that this employer has violated Part 2 of the Equal Pay for Equal Work Act:

To the best of my knowledge, I affirm that the information I have provided is true and correct:

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Name (or "Anonymous")

Signature (If Anonymous, leave blank)

Date

**Please mail, fax, email, or deliver this complaint form and any attached documentation to:**

Mailing Address:

Colorado Division of Labor Standards and Statistics  
633 17<sup>th</sup> Street  
Denver, CO 80202-2107

Fax: (303) 318-8400

Email: [cdle\\_labor\\_standards@state.co.us](mailto:cdle_labor_standards@state.co.us)