



# Transparency Complaint

## Under Colorado's Equal Pay for Equal Work Act, Part 2

### What is this form?

This is an official form to file a transparency in pay and job opportunities complaint with Colorado's [Division of Labor Standards and Statistics](#). You may also choose to [file your complaint online](#).

### What is a Transparency in Pay and Job Opportunities complaint?

Part 2 of the Colorado Equal Pay for Equal Work Act (C.R.S. § 8-5-101 et seq.) addresses transparency in compensation and job opportunities. The Division's Posting, Screening, and Transparency Rules (7 CCR 1103-18) implement and enforce the Act's requirements. Use this form to report a violation of these transparency requirements under the Act and/or the Rules.

Here are some examples:

- An employer published job postings for work to be performed in the state of Colorado without compensation, benefit, or application deadline information.
- An employer failed to provide written notice of promotional or job opportunities to its Colorado employees.
- An employer provided written notice of job opportunities to its Colorado employees, but the notice(s) did not contain compensation, benefit, or application deadline information.
- An employer failed to keep records of job descriptions or wage rate history.
- An employer failed to timely provide information about a new hire to the employees that will regularly work with the new hire.
- An employer failed to disclose the requirements for career progression to those who are eligible.

The Act has two distinct parts. Part 1 prohibits unlawful pay disparities - when an employee is paid less than another employee of a different sex or based on sex in combination with another protected status, like disability, race, or religion for performing substantially similar work. Part 2 of the Act concerns transparency in pay and opportunities for promotion and advancement. For more information, see the Division's published guidance on these transparency requirements, INFO #9A, Transparency in Pay and Job Opportunities: The Colorado Equal Pay for Equal Work Act, Part 2 at [cdle.colorado.gov/infos](http://cdle.colorado.gov/infos).

### What if I have a different complaint or want to learn more about this law?

To demand a wage payment, file a wage complaint, or file an unequal pay complaint under Part 1 of the Equal Pay for Equal Work Act, visit the Division's complaints page. To learn more on Colorado labor law, visit the Division's [INFOs webpage](#), or [labor statutes webpage](#). For questions about this form, the complaint process, or the Equal Pay for Equal Work Act: visit the [Division website](#) ([coloradolaborlaw.gov](http://coloradolaborlaw.gov)) call 303-318-8441, or email [cdle\\_labor\\_standards@state.co.us](mailto:cdle_labor_standards@state.co.us).



## Instructions and information for filling out this form:

Please answer all questions as completely as possible, and read all further instructions carefully.

**You may submit a complaint anonymously.** To do so, skip Section 2 and the signature.

Important: if you wish to be anonymous - do **not** provide any identifying information.

☐ By checking this box, I agree that I have read the above and have been informed about the process for filing a transparency complaint under Colorado's Equal Pay for Equal Work Act.

## Section 1: Preliminary Questions

Do you claim you and/or someone else were paid less than an employee of a different sex who is performing substantially similar work? \* ☐ YES, someone was paid less ☐ NO

If you selected YES, you may also visit the [Division's complaint forms](#) page to file an unequal pay complaint.

If you also have a pay transparency claim, please proceed.

## Section 2: Your Information

**IMPORTANT:** This form may be shared with the employer without removing identifying information in or attached to the form. To file anonymously, skip to Section 3 and DO NOT PROVIDE ANY IDENTIFYING INFORMATION IN OR WITH THIS FORM.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Preferred Method of Contact: ☐ Mail ☐ Email ☐ Phone

Is it okay for the Division to send text messages? ☐ YES ☐ NO

Preferred language \*:

## Section 3: Employer Information

Employer / business name(s) \*: \_\_\_\_\_

Employer website: \_\_\_\_\_

Address of employer / business: \_\_\_\_\_

Address of where you worked (if different): \_\_\_\_\_

Employer's email address: \_\_\_\_\_

Employer contact person name: \_\_\_\_\_

Job title of employer contact: \_\_\_\_\_

Phone number of employer contact: \_\_\_\_\_ Total number of employees: \_\_\_\_\_

\*Indicates a required question.



## Section 4: Your Complaint – Notice to Current Employees of a Job or Promotional Opportunity

**Did the employer fail to notify all current employees of a job or promotional opportunity (C.R.S § 8-5-201(1), POST Rule 11.1.4), including a failure to include all required information in a notice or failure to provide the notice in time for employees to apply?**

☐

YES

☐

NO

If **no**, skip to the next section. If **yes**, please explain below. If the employer provided notice, but the notice did not contain required information, describe the notice below and then attach any documentation (PDF printout, screenshot, etc.) in Section 9.

Job title\*: \_\_\_\_\_

Approximate date the position was filled\*: \_\_\_\_\_

Name of the person(s) selected (if known): \_\_\_\_\_

Which employees did not receive notice (if any): \_\_\_\_\_

Information that was missing from the notice (if any): \_\_\_\_\_

More:



## Section 5: Your Complaint - Job Postings

**Did the employer fail to include compensation, a description of benefits, and an application deadline in a job posting (C.R.S § 8-5-201(2), POST Rule 11.1), including a failure to provide an accurate and position-specific compensation and benefits description or the date the application window is expected to close?**

☐

YES

☐

NO

If **no**, skip to the next section. If **yes**, please explain below.

**You should also attach a copy (PDF printout, screenshot, etc.) of the posting.**

Location(s)/URL of the postings: \_\_\_\_\_

More:



## Section 6: Your Complaint - Post-Selection Notice

Did the employer fail to provide post-selection notice to current employees within 30 days of a candidate's selection (C.R.S § 8-5-201(3), POST Rule 11.2) on or after January 1, 2024?

☐

YES

☐

NO

If **no**, skip to the next section. If **yes**, please explain below.

More:

## Section 7: Your Complaint - Career Progression Notice

Did the employer fail to disclose and make available the requirements and details of career progression (C.R.S § 8-5-201(4), POST Rule 11.3) on or after January 1, 2024?

☐

YES

☐

NO

If **no**, skip to the next section. If **yes**, please explain below.

More:

## Section 8: Your Complaint - Records

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 **no**, skip to the next section. If **yes**, please explain below.

More:



## Section 9: Your Complaint - Supporting Documentation

You should provide the Division with relevant documentation to support your complaint by submitting it along with this complaint form, and providing a URL (web address) for any online content.

Supporting documentation may include a copy, photo, or screenshot of: non-compliant job postings; non-compliant employee notice of a job opportunity or candidate selection; and correspondence with your employer or others concerning a job opportunity, candidate selection, hire, promotion, career progression, or employee records.

If you provide a URL for job postings, you must also provide a printout or screenshot of the posting.

More:



## Section 10: Signature

**IMPORTANT: If you are filing anonymously, DO NOT PROVIDE ANY IDENTIFYING INFORMATION IN OR WITH THIS FORM.**

**Before submitting this complaint:**

By signing below, I am agreeing the following:

- I have been notified and understand that any person providing false information to the Division in order to obtain and/or retain anything of value may be subject to criminal prosecution under the laws of the State of Colorado with possible penalties of imprisonment, fines, or both.
- I authorize the Division to investigate and assist in this matter.
- I understand that any information supplied to the Division — including this form and attached documents — may be provided to the employer/principal, the agents of the employer/principal involved in the dispute, and other agencies or individuals as the Division deems appropriate.
- I understand that the Division does not guarantee a resolution to this dispute, and that it may be necessary to pursue the matter further through other methods.
- I understand that if I move, get a new phone number, or have other changes to my contact information, I must let the Division know right away. If I do not update my information, and the Division cannot contact me, my complaint may be dismissed.
- I declare under penalty of perjury § 18-8-501, et seq., C.R.S. that the information provided is true and correct.

Signature (If **Anonymous**, leave blank)

Date



**COLORADO**  
Department of  
Labor and Employment

Division of Labor Standards and Statistics  
707 17th St Denver, CO 80202 | 303-318-3441  
[www.ColoradoLaborLaw.gov](http://www.ColoradoLaborLaw.gov) | [www.LeyesLaboralesDeColorado.gov](http://www.LeyesLaboralesDeColorado.gov)

## What to Expect Next

Thank you for filing an Equal Pay for Equal Work Act transparency complaint with the Colorado Division of Labor Standards and Statistics.

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

Mailing Address:

Colorado Division of Labor Standards and Statistics

707 17th Street Suite 2400

Denver, CO 80202

Fax: (303) 318-8400

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

Please direct general inquiries to our call center 303-318-8441 or 1-888-390-7936 (toll free). The Call Center hours of operation are Monday through Friday from 9:00am to 12:00pm and Mondays, Wednesdays, and Friday from 1:00pm to 3:30pm. You may also visit our website at [www.coloradolaborlaw.gov](http://www.coloradolaborlaw.gov) or email us at [cdle\\_labor\\_standards@state.co.us](mailto:cdle_labor_standards@state.co.us).