



The Essential Connection

State of Colorado

Work-Life Program

The Work-Life Program strives to support a productive and performance-driven state workplace by maximizing employee work-life effectiveness. Work-Life options are an essential component of a successful total rewards program and effective strategic management tools. These innovative and flexible options are based on the core values of trust, respect, and support. Work-Life options are intended to support state managers in getting work done efficiently in a work culture that enhances citizen service and satisfaction by making the state a better place to work. State managers are encouraged to engage in partnerships with employees to address issues and solve problems. Work-Life programs are not an employee right or benefit.

- **Policies.** The state's policy, as an employer, on work-related family issues has been established through various [Executive Orders and a Joint House Resolution](#). Executive Order D001 98 establishes accountability for leadership through the requirements to include work-life information in new employee orientation and to evaluate supervisors of state employees on their use of work-life programs and practices. Other executive orders address job sharing and flextime for employees in the state personnel system. Joint resolution 99-1044 encourages the use of certain work-life programs as a means to address traffic congestion.
- **[Employee Discounts](#).** A number of businesses offer discounts that save employees hundreds of thousands of dollars per year, to any permanent state employee regardless of branch of government. Generally, all discounts offered through the Work-Life program are open to any state employee. The state does not endorse any of these providers and all arrangements are between the individual employee and the provider.
 - **Child Care Tuition Discounts.** State employees receive a discount in tuition from several childcare providers.
- **Child Care Resource and Referral.** [Educare Colorado](#) is a statewide network of resource and referral agencies that serve Colorado families by providing tips for choosing quality child care and helping families find suitable care. Bright Beginnings prepared a brochure on "[Working Your Way Through the Child Care Maze](#)" to assist childcare consumers in making educated choices. More information on childcare resources is available at <http://www.colorado.gov/dpa/dhr/WL/resource.htm>.
- **Eldercare Resources.** When an elder relative becomes dependent on an employee, the problems can be complex and services can vary among communities. The State does not endorse any provider and all arrangements are strictly between the individual and the provider. More information on eldercare resources is available at <http://www.colorado.gov/dpa/dhr/WL/resource.htm>.

- *National Eldercare Locator* is a directory service operating nationwide to provide referral numbers and information for a specific geographical area. The Web site also has a link to the Administration on Aging homepage that provides additional information. The [National Eldercare Locator](#) can also be reached at **1-800-677-1116**. A caller should have the county and city or zip code of the person requiring assistance and a brief description of the need.
- *Nursing Homes* - For help choosing a care provider within Colorado please visit the Colorado Health Facilities Division section on [nursing homes](#), or for help choosing a facility outside Colorado please visit the Medicare [nursing home comparison](#) Web site.
- The *American Association of Retired Persons* (AARP) also provides information for caregivers and resource and referral on facilities and services.
- Other sources of information include [Aging Solutions](#), [National Alliance for Caregiving](#), and the [Denver Regional Council of Governments](#).
- **Wellness Center.** The [State Employee Wellness Center](#) at 1570 Grant provides fitness equipment and other wellness programs available to all State employees. Even though the Wellness Center will predominately serve those State employees located in the Denver metro area, the wellness programs are available to all employees throughout the state.
- **Financial Planning, Mortgage, and Debt and Credit Counseling Services.** For assistance with issues such as retirement or financial planning (PERA), college tuition, home buying, and credit and debt management, please access the Work-Life [Employee Resource](#) section of the website. Many vendors, public, private, and non-profit, offer no-cost seminars and services to assist you.
- **Leave.** There are several types of leave that can be used for personal and family needs.
 - *Family Sick Leave* allows the state employee to use accrued sick leave for family needs.
 - *Family and Medical Leave*, mandated by federal law, allows the use of up to 520 hours per fiscal year for the birth/placement of a child or the serious health condition of the employee or a family member (see related [forms](#) and [Frequently Asked Questions](#)).
 - *Leave Sharing* allows the donation of annual leave to other state employees who are experiencing a catastrophic illness, injury, or event either personally or with an immediate family member.
 - *School and Community Volunteer, and Test/Interview Leave.* Allows appointing authorities to grant administrative leave to participate in school activities in order to enhance a child's educational experience, to participate in volunteer activities that benefit the community at large, or to participate in exams and interviews for state jobs. Appointing authorities are encouraged to develop consistent policies that are communicated to all employees within their organization.

- *Victim Protection Leave* allows unpaid leave for victims of stalking, sexual assault, or domestic abuse or violence to seek a restraining order, obtain medical care or counseling for the employee or the employee's children, secure or seek safe housing, or seek legal assistance and participate in legal proceedings.
- **Flexplace (telecommuting or telework)**. “Working Smarter” is an arrangement where state employees can work from home or an alternate worksite when appropriate.
- **Job Sharing**. Allows two part-time employees to perform the work of one full-time state job.
- **Flextime**. Allows work schedules to be redesigned with flexibility to meet a variety of personal and business needs while still working a full schedule, e.g., flexible daily schedule, compressed work week, etc.
- **Dependent Care Flexible Spending Account (FSA)**. Through the state's benefits program, employees are allowed to pay dependent care expenses with pre-tax dollars, thus, lowering taxable income as well.
- **Manager Awareness**. A brochure to highlight the value of implementing flexible workplace initiatives in the modern work environment.
- **Lactation Rooms**. Provides a private room at selected state work sites for nursing mothers who return to work while continuing to nurse their children.
- **Education/Training**. Offers seminars on work-life related issues.
- **Commuter Choice Program**. Based on the 1998 Transportation Equity Act for the 21st Century, employees are allowed to have the cost of rapid transit passes or qualified monthly parking fees deducted from their gross income on a pre-tax basis. The state's program for its employees was effective January 1, 2000. Qualified costs are payroll deductions for agency-sponsored RTD bus/light rail passes and parking. Participation is voluntary. While taxes are reduced, employees are cautioned that the total gross salary reported to PERA is also reduced. Thus, if employees are retiring within 3 years, retirement pay may be affected because reduced total gross salary may impact highest average salary calculations. For additional information or forms, contact your agency payroll office.
- **Benefits**. The state provides a number of medical, dental, life, and disability insurance programs, including Health Savings Accounts (HSA). Included is the ability to pay health premiums on a pre-tax basis. Health care flexible spending accounts are also available where pre-tax funds are paid into the account and then reimbursed for qualifying expenses not covered by insurance.
- **Colorado State Employee Assistance Program (CSEAP)**. No-cost program for state employees that offers consultation for supervisors and managers, mediation, group facilitation, critical incident debriefings, confidential counseling, and workshops/classes on topics like anger, stress, workplace violence, domestic violence, and dealing with difficult people. CSEAP's goal is to improve, enhance, and make safe, our workplace environment for everyone.

- **Retirement.** The [Public Employees Retirement Association](#) is the retirement program for most state employees. PERA provides survivor benefits and, for vested employees, short-term disability and disability retirement. Life insurance, financial planning, and a 401k savings plan are also offered. Contact is 303-832-9550 or 1-800-759-7372. The [U.S. Department of Labor](#) also provides tips on preparing for retirement.
 - **Tax Deferred Savings Plan.** State employees have several additional easy, hassle-free ways to save for retirement in addition to PERA. You can choose the State's 457 Deferred Compensation Plan, PERA's 401(k) program or one of the 403(b) tax-deferred annuity plans (if employed by the Dept. of Higher Education) as a supplement to your retirement or pension.
- **Credit Union of Colorado.** A member-owned, non-profit organization providing a full range of financial services. Membership is open to permanent, temporary, retired, and contract state employees and immediate family members. Contact the office nearest you. Employees in higher education may also be eligible for membership in other credit unions.
- **Working Together Foundation.** A private, non-profit organization established exclusively to provide emergency financial assistance to state employees in crisis. The foundation is funded solely by state employee contributions. Any permanent state employee with six (6) months of state service is eligible to apply (regardless of branch of government). Tax-deductible contributions come primarily through the [Colorado Combined Campaign](#) but direct donations are always welcome. Contact is 303-831-8645 or 1373 Grant Street, Denver, CO 80203.

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Work-Life Program

E-mail: hrs.work-life@state.co.us
<http://www.colorado.gov/dpa/dhr/WL/worklife.htm>

Employee Discount Program

E-mail: vendor.discounts@state.co.us
<http://www.colorado.gov/dpa/dhr/WL/empdisc.htm>

This document may be accessed on the Work-Life Web site at <http://www.colorado.gov/dpa/dhr/WL/docs/wlprogram.pdf>.