

# Employer NEWSLETTER

Colorado Department of Labor and Employment



**COLORADO**  
Department of  
Labor and Employment

Welcome to the Colorado Department of Labor and Employment's Employer Newsletter. In this issue you will find tips on proper benefit payments, job separations, Colorado's untapped labor pool, tips for retaining great employees, new Division of Labor and Statistics, reduce your premium and maintain a safe working environment.

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[colorado.gov/cdle/businesses-employers](http://colorado.gov/cdle/businesses-employers)

## HELP US ENSURE PROPER BENEFIT PAYMENTS

# 89%

Thanks to the help of Colorado employers, 89% of payments made during last year's reporting period were made properly.

While, unemployment insurance claimants have a big role to play in ensuring benefit payments are made properly through correct reporting and information, you can be an active partner by taking three critical steps:

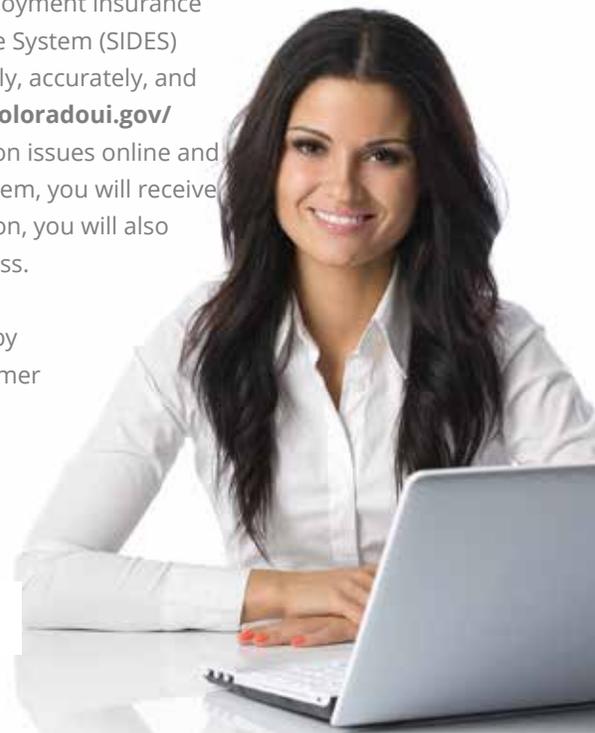
- 1. Report all hiring to the State Directory of New Hires by the due date.** Timely reporting helps prevent payment of ineligible unemployment claims after an individual has returned to work. Visit: <https://newhire.state.co.us>
- 2. Respond promptly to any Request for Verification of Weekly Earnings that you receive.** Although a person may be eligible to receive unemployment benefits if working less than full time, responding to this request ensures the proper payment is being made. Also, let the employee know that you receive and respond to these requests.
- 3. Provide complete, accurate and timely employee separation information.** Costly appeals and overpayments are easily avoided by providing this information initially and returning follow up communication from a staff person.

With your continued help, we can keep employer-paid premiums and costs as low as possible.

# RESPOND TO JOB SEPARATIONS ELECTRONICALLY

Your information is important to us! In order to make a fair decision on an unemployment insurance claim, we want to hear your side of the story. The State Information Data Exchange System (SIDES) E-response is an online tool that allows you to respond to job separations efficiently, accurately, and securely instead of sending paper requests and responses. To sign up visit [www.coloradoui.gov/jobseparations](http://www.coloradoui.gov/jobseparations). Now, you can provide a quick and efficient resolution to separation issues online and attach additional documentation to job-separation responses. With the online system, you will receive a date-stamped confirmation, avoiding the cost of unnecessary hearings. In addition, you will also be helping to reduce improper payments through a streamlined fact-finding process.

**NOTE:** Once you register for SIDES, you will no longer receive job-separation requests by mail. If you choose to continue using Form UIB-290, Request for Facts About a Former Employee's Employment, please write legibly and include specific information on the job separation so we can make sure we heard you correctly. If you run out of room on the form, include attachments identifying the former employee. Do not forget to include your telephone number and email address.



## COLORADO'S UNTAPPED LABOR POOL

Tap into the untapped labor pool with employees that offer an ability to adapt, provide a new perspective that can help solve problems and lead your business to success. Recruiting and retaining workers with disabilities can positively impact your bottom line and counter the effects of the aging and shrinking workforce. Tax incentives and technical assistance can assist with accommodations, which are often relatively easy and inexpensive to implement. To gain these benefits and others, employers should take steps to attract and retain employees with disabilities, such as:

- Seeking out qualified candidates with disabilities for job openings
- Establishing a system for educating all workers about the value people with disabilities bring to an organization
- Incorporating a disability focus into any diversity training program
- Ensuring that internal professional development programs are available to people with disabilities
- Providing employees with disabilities with candid and prompt feedback on their performance in the same manner as provided for individuals without disabilities
- Making certain that training and other off-site activities are accessible to employees with disabilities
- Taking advantage of tax credits and education resources to provide accommodations for both new employees with disabilities and employees returning to work following an illness or injury

More information about hiring people with disabilities at [dol.gov/odep/pubs/fact/diverse.htm](http://dol.gov/odep/pubs/fact/diverse.htm)

Contact your local workforce center to find out how we can help: [www.dvrcolorado.com/](http://www.dvrcolorado.com/)



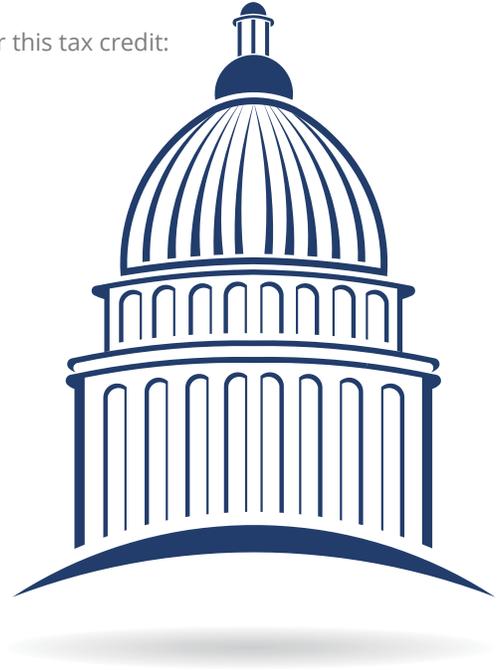
## EMPLOYER TAX CREDITS AVAILABLE

As an employer, you may be eligible to receive a federal tax credit for hiring veterans and job seekers from other specifically identified vulnerable populations. The federal Work Opportunity Tax Credit (WOTC) can reduce an employer's federal tax liability by as much as \$2,400 to \$9,600 per new hire.

Below is a list of 10 different groupings which might qualify a hiring employer for this tax credit:

- Category A: Welfare Recipients
- Category B-1: Veterans Receiving Food Stamps
- Category B-2: Disabled Veterans
- Category C: Ex-Felons
- Category D: Designated Community Residents
- Category E: Vocational Rehabilitation Recipients
- Category G: Food Stamp Recipients
- Category H: Supplemental Security Income Recipients
- Category I: Long Term TANF Recipients
- Category V: Unemployed Veterans.

Each of the above groupings of eligible employees has its own specific requirements. For more details go to [www.colorado.gov/cdle/wotc](http://www.colorado.gov/cdle/wotc).



## TIPS FOR RETAINING GREAT EMPLOYEES

While financial compensation is certainly a major factor in keeping great employees, it isn't the only factor. In fact, there are several things completely unrelated to salaries that employers can do – and should do – to ensure that turnover is kept to a minimum.

### Communication

One of the biggest complaints among employees is lack of communication from management. Today, even with mass emails, Intranet sites, newsletters and social networking tools such as Twitter, many employers don't share basic information about the company with the people who work for the company.

### Training

When employees work in an environment of learning and personal growth, they appreciate it – often more than you will know. Regularly scheduled training opportunities show that you are investing in them and that you want them to grow and develop. Your local Workforce Center can help you with this.

### It's not simply about money

The quality of your relationship with your workers is a major factor in keeping the people who fuel the success of your business.



### Motivation

Different things motivate different people. The key is to discover what motivates each of your best employees. Some need to see a purpose or a goal to ignite their passion. Others appreciate a challenge and still others value an opportunity to be mentored in a profession. Learn what motivates your best workers and you've taken a big step forward in keeping them in their job. And recognition can be a huge source of motivation and doesn't necessarily require a bonus.



### Recognition

Reliable and first-class work deserves more than a paycheck and a sense of personal satisfaction. Employees need to know that their efforts are appreciated and valued in the organization. Small gestures of recognition can do wonders for worker retention and, just as importantly, recognition reinforces good work and you can expect even more improved performance in no time.

## NEW DIVISION OF LABOR STANDARDS AND STATISTICS

On January 19, 2016, the Division of Labor and the Office of Labor Market Information (LMI) merged to form the new Division of Labor Standards and Statistics (DLSS). The newly created Division of Labor Standards and Statistics will continue to assist Colorado employees and employers with state wage and hour laws and regulations, and

address wage-related complaints filed by private sector employees. It will also do the work of LMI which includes the collection and analysis of information pertaining to labor market trends in Colorado.

The goal of the re-organization is to deliver CDLE services efficiently and effectively and to direct resources toward providing better customer service for the people of Colorado.



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Division of Labor Standards and Statistics

## REDUCE YOUR PREMIUM AND MAINTAIN A SAFE WORKING ENVIRONMENT

Certification status is granted by the Premium Cost Containment Board to employers who can document that they have had a loss prevention/loss control program in effect for at least one year. Certified employers are eligible for up to a 10% reduction in their workers' compensation insurance premium.

For more information, visit the Division of Workers' Compensation's website at [www.colorado.gov/cdle/dwc](http://www.colorado.gov/cdle/dwc)



## WAGE SUBSIDY GRANTS AVAILABLE THROUGH NEW INTERNSHIP PROGRAM

A new internship program designed to encourage employers to provide paid on-the-job training to students interested in pursuing careers in Colorado's innovative industries is currently recruiting businesses and students. Innovative Industries Internship Program funding is available to businesses providing paid internships in eight industries critical to Colorado's economic future including: Advanced Manufacturing, Aerospace, Bioscience, Construction, Electronics, Engineering and Energy and Natural Resources, and Information Technology.

The Innovative Industries Internship Program provides the Colorado Department of Labor and Employment funding for 90 internships annually for five years, to distribute matching grants up to \$5,000 per intern for on-the-job training at participating companies. A business may be reimbursed for up to five interns per location. Internships require a minimum of 130 on-the-job training hours and must be completed in less than six months.

To learn more about the program or to apply go to: [www.colorado.gov/cdle/innovativeindustries](http://www.colorado.gov/cdle/innovativeindustries) or contact the Innovative Industries Internship Coordinator at 303-318-8828 or [cdle\\_iii@state.co.us](mailto:cdle_iii@state.co.us).