



# Update

## Revised Employment Termination Notice Requirements for Colorado Employers

Colorado employers in the private sector seeking to terminate an employment relationship now have additional notice obligations with respect to separated former employees, effective May 25, 2022. Specifically, Colorado Governor signed into new law requiring private employers to provide employees with additional information regarding the employer, employee earnings, and the reason(s) for separation in addition to previously required information regarding the availability of unemployment compensation benefits and insurance upon separation of employment. Here is what Colorado employers need to know.

### *Expanded Separation Notice Requirements Effective Immediately*

Private employers presently seeking to terminate the employment relationship with any employee in the State of Colorado must now provide supplemental information upon separation either electronically or via hard copy format, regardless of the reason for separation or its voluntary or involuntary nature.

Prior to May 25, 2022 (the effective date of the law), Colorado law required private Colorado employers to provide (and must continue to provide) separation notice including the following information:

1. a statement that unemployment insurance benefits are available to unemployed workers who meet the eligibility requirements under Colorado law;
2. contact information to file a claim;
3. information the worker will need to file a claim; and
4. contact information to inquire about the status of their claim after it is filed.

Under the new law, private employers must now also provide the following information in their separation notice:

1. the employer's name and address;
2. the employee's name and address;
3. the employee's Identification number or the last four digits of the employee's Social Security number;

### Authors:



#### **Angelo Spinola**

Home Health, Home Care and  
Hospice Chair  
404.253.6280  
[aspinola@polsinelli.com](mailto:aspinola@polsinelli.com)



#### **William C. Vail**

Shareholder  
404.253.6282  
[wvail@polsinelli.com](mailto:wvail@polsinelli.com)



#### **Burton F. Peebles**

Associate  
404.253.6289  
[bpeebles@polsinelli.com](mailto:bpeebles@polsinelli.com)



4. the employee's start date and last day of work;
5. the employee's year-to-date earnings and wages for the last week worked; and
6. the reason for the separation of the employee from the employer.

### *Posting Requirements, Template Notice, and Next Steps*

Private employers in Colorado are also required to post a notice informing all employees of the availability of state unemployment insurance within the workplace at all locations operated by an employer. A copy of the current state-compliant poster is available [here](#).

Colorado employers should review existing separation documents to ensure expanded information is included and train human resources personnel to gather and provide such information when terminating employees or addressing voluntary resignations.

While we expect the Colorado Department of Labor and Employment to issue a template separation notice in the weeks and months to come, it is not yet publicly available. Accordingly, subscribers to state premium content on POSH may access a state-compliant Colorado separation notice [here](#).

Our team continues to monitor and review emerging laws in Colorado and across the nation impacting the home care industry. For guidance, please do not hesitate to reach out to us directly.