

COLORADO GENERAL ASSEMBLY

EXECUTIVE COMMITTEE
Rep. KC Becker, Chair
Sen. Leroy Garcia, Vice Chair
Sen. Stephen Fenberg
Rep. Alec Garnett
Sen. Chris Holbert
Rep. Patrick Neville

STAFF
Natalie Mullis, Director



EXECUTIVE COMMITTEE OF THE
LEGISLATIVE COUNCIL

ROOM 029 STATE CAPITOL
DENVER, COLORADO 80203-1784
E-mail: lcs.ga@state.co.us
303-866-3521 FAX: 303-866-3855

March 13, 2020

In response to Executive Order D 2020 003, which declares a disaster emergency due to the presence of Coronavirus Disease 2019 in Colorado, and pursuant to Joint Rule 44, the following personnel policies are hereby adopted for the staff of the General Assembly.

Aides

At any point during this state of emergency, members can, at their discretion, authorize their aide(s) to work entirely remotely. All existing rules prohibiting campaign-related activity during hours they are being paid by the state remain in effect.

If an aide is experiencing flu-like symptoms and is being tested for COVID-19, they can receive up to 4 days of paid sick time - in line with the guidance issued by CDLE. Should an aide test positive for COVID-19, their member can authorize additional paid sick days for the aide while they are recovering. Aides can receive pay for the same average number of hours they'd been working during session while recovering.

If the legislature suspends session for a period of time:

- Aides can work up to the full 40 hours/week (or, for part-time aides, the average number of hours they have been working each week during session) remotely during the period of suspension of session and be compensated for those hours.
- Travel/parking allowance will not be in effect during that time since people will not be traveling to and from the Capitol. Bus pass subsidies will remain since those are generally monthly subscriptions.
- House and Senate staff will develop guidelines as to how to submit time sheets during the period of suspension.

- When session is resumed, additional aide hours will be approved by the Executive Committee to allow aides to continue to work up to 40 hours/week during any extension of session.
- Aides will be notified when the session reconvenes and when to return to the Capitol for normal work.

Staff

During this state of emergency, should a staffer feels concerns about continuing their work in the Capitol, they can work remotely/from home with the permission of their supervisor.

All existing rules prohibiting campaign-related activity during hours they are being paid by the state remain in effect.

If staffer is experiencing flu-like symptoms and is being tested for COVID-19, they can receive up to 4 additional days of paid sick time - in line with the guidance issued by CDLE.

If a staffer is diagnosed with COVID-19, they can receive additional sick time after accrued sick time is used, as needed to recover from the illness. The number of days will be decided on a case-by-case basis by their relevant manager.

If legislature suspends session for a period of time:

- All staff, full-time employees as well as session-only staff, are allowed to work remotely for the period of suspension.
 - Session-only staff can continue to work full-time during the period of suspension.
- When the session is reconvened and if the number of months allotted to a session-only staffer has expired, session-only staff will remain on staff as a contract employee with the General Assembly for the period in which we are in session, and any needed wrap-up time afterwards, as decided by the chamber's leadership.

Interns

If an intern is quarantined but not actively experiencing symptoms, they should not come into work. If they are feeling sick, they should absolutely stay home.

If an intern is attending a university whose classes have been moved online and the student has made arrangements to go home, they can temporarily suspend their internship.

In the event that the session is suspended and the Capitol is closed, it is up to each member and their office if they would like their intern(s) to continue working for them remotely, to the extent that there is enough work for them to do while the session is suspended.

- Universities are requesting that members make a reasonable effort to continue internships remotely to the extent possible, taking into consideration that interns may be trying to complete enough internship hours this semester to achieve credit before graduation.

Here is the latest information from universities/fellowships as of 12:30pm, 3/12:

- **CSU at the Capitol**
 - Suspending their in-person internship program, effective today 3/12
 - Spring break has been extended 3/13 through 3/24
 - Classes go fully online 3/25 through at least 4/10
- **CU Boulder & Denver**
 - Classes go fully online starting 3/16
- **Colorado College**

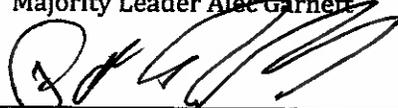
- Classes go fully online after spring break which begins 3/12
- **DU**
 - Classes go fully online moving beginning 3/17 through at least 4/10
- **MSU Denver**
 - Classes go fully online by 3/30, potentially sooner
- **CLAARO**
 - Fellows are continuing their internships until further notice



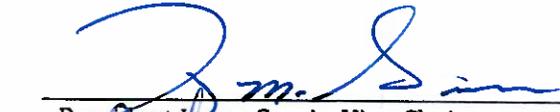
Speaker K.C. Becker, Chair



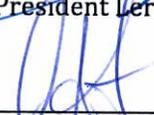
Majority Leader Alec Garnett



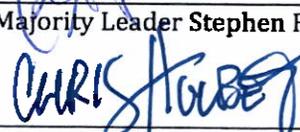
Minority Leader Patrick Neville



President Leroy Garcia, Vice-Chair



Majority Leader Stephen Fenberg



Minority Leader Chris Holbert