



Colorado Democratic Party Employee Handbook

September 1, 2026

Table of Content

EMPLOYMENT AT-WILL	5
HOURS AND PAY	5
Benefits	8
Time Off and Leave of Absence Policy	9
Vacation Time	9
Holidays	10
Other Time Off	11
Open Door Policy	14
Policy against Discrimination and Harassment	15
Complaint and Investigation Procedure:	17
Confidentiality Policy	21
Policy on Work Materials and Work Product	22
Return Of CDP Property Upon Separation	22
Personal Conduct	22
Political Activity	24
Leaving Employment	26
Severance	27

Contact Information

Colorado Democratic Party	CDP Chair	CDP Executive Director
789 Sherman Street, Ste 110 Denver, CO 80203 303-623-4762 www.coloradodems.org info@coloradodems.org	Shad Murib shad@coloradodems.org	Kate Sneed kate@coloradodems.org

EMPLOYMENT AT-WILL

For non-bargaining unit (non-union) employees, your employment with the Colorado Democratic Party (“CDP”) is at-will. This means your employment is subject to termination by you or the CDP, with or without cause, with or without notice, and at any time. Nothing in this Handbook or any other policy of the CDP shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of CDP employees. For bargaining unit (union) employees, please refer to the most recent agreement between the bargaining unit and the CDP regarding this topic.

HOURS AND PAY

Working Hours

Our regular office hours are Monday –Friday from 9 am to 6 pm with an hour for lunch. At CDP we permit a semi-flexible work schedule. With permission, you may choose to start between 8:00 am and 9:30 am at the latest.

The standard workweek for *full-time* employees is five days per week. An employee’s schedule may vary based on the CDP’s business and operational needs. However, *full-time exempt** employees are expected to work the hours necessary to fulfill their job responsibilities, including evenings and weekends. At a minimum, those employees must work forty (40) hours per week, excluding breaks or lunch.

Nonexempt employees shall work as scheduled or requested by their supervisors. Due to the nature of our work, employees may be required to work extended hours and weekends to complete certain tasks. Consult with your supervisor for more information on work hours. Non Exempt employees must record hours worked on a daily basis and submit a time record, showing all hours and days worked, each pay period. Time records must be approved by the Compliance Director.

Nonexempt employees shall receive overtime pay in accordance with applicable federal and state laws. For the purpose of this provision the workweek shall be Monday through Sunday. Non-exempt employees must receive written authorization from their supervisor in advance of working any overtime hours.

The normal work week for salaried, overtime exempt employees is forty (40) hours per week, inclusive of a daily half-hour paid lunch break. Employees will normally be scheduled for an eight-hour day Monday through Friday, with the understanding that all salaried employees may be required to work longer hours and/or alternate hours and days including on holidays and weekends. Employees may work a flexible schedule, as long as the employee is able to perform their job duties to the standards established by the Employer. Employees shall be responsible to keep their calendar updated and their managers apprised of their schedule. The employee’s responsibility to keep their calendar updated and manager apprised shall not apply in cases of emergencies, illnesses, or other similar situations.

Managers shall respect existing schedules and shall not arbitrarily and unilaterally modify an employee's schedule without reasonable justification. If an employee works during a holiday, weekend, or approved paid time off, they will be given reasonable compensating time off.

As salaried employees the workload does change from time to time, but where an employee is working significantly more than 40 hours a week or significant time the employee's supervisor should be made aware in writing so appropriate action can be taken, such as the reduction of workload and/or providing additional paid time off.

In the case that an employee or employees go out on leave, remaining employees will have to assume the workload of the employees on leave. When possible, the employer shall provide additional leave or a bonus for additional responsibilities imposed on the remaining employees.

Assignment of duties to employees other than those which are regularly assigned to do such work shall be equitable, and within the employee's job description or capabilities such that the duties can be performed without undue burden.

Time spent in transit by employees traveling to and from out-of-town assignments, using reasonably expeditious means of transportation, including drive/ride time to and from airports/hotels, all time in airports and all flight time shall be considered working time.

The employees understand the cyclical nature of the work, and expect that average working weekly hours will exceed 40 during January through April, and September through mid-November. With a goal of providing work-life balance the employees similarly expect effort to compensate for this with weekly hours between 35-40 hours during the cyclically slower months of May-August, and late November-December.

Punctuality and Attendance

The CDP expects our employees to be reliable and to be punctual in reporting for scheduled work. Regular attendance and promptness are essential functions of your job, because absenteeism and tardiness place a burden on other employees and on our organization as a whole. At the same time, we understand that you may need to be away from work due to illness or other important matters upon occasion. This policy recognizes these life issues but at the same time reflects our need as a company to rely on our employees' *good attendance*.

Pay Policies

Paydays

At CDP, our Payday Policy ensures that employees receive their compensation semi-monthly, on the 5th and 20th of each month. In cases where these dates fall on a weekend or a recognized company holiday, payments will be processed on the preceding working day.

First Pay Period (1st to 15th of the Month):

The first pay period covers the days from the 1st to the 15th of each month.

Any hours worked, leaves taken, or other relevant activities during this period are considered for the first payroll of the month.

Second Pay Period (16th to the Last Day of the Month):

The second pay period spans from the 16th to the last day of each month.

Similar to the first pay period, any work hours, leaves, or other applicable activities during this timeframe are considered for the second payroll of the month.

We encourage the use of direct deposit for convenient access to salaries, and employees can access pay stubs and year-end tax information through [PayChex Flex](#).

CDP is committed to accurate and compliant payroll processing. Any changes to the payroll schedule will be communicated in advance, and inquiries can be directed to your supervisor.

Timekeeping policies

CDP values transparency and accountability in our operations. To ensure accurate and timely payroll processing in alignment with our Payday Policy, we have implemented a Timekeeping Policy. Employees are required to utilize the platform provided to log their work hours accurately and in a timely manner. Your onboarding will include an invitation to the platform through your phone, where you will download the app. Your profile will already be set up, however there are some items one can personalize – please keep all personalization in line with CDP Policy.

Recording Work Hours:

Employees must log their work hours daily, indicating the start and end times of their shifts. Breaks and meal periods should also be recorded, adhering to federal/state law and company policies.

Submission Deadlines:

- Work hours for the first pay period (1st to 15th) must be submitted on HomeBase by the 16th of the month.
- Work hours for the second pay period (16th to the last day of the month) must be submitted on HomeBase by the 1st of the following month.

If timesheet adjustments are required, employees will notify their supervisor in writing via email with the corrected hours and an explanation for the change.

Repeated failure to keep accurate and timely hour logs may result in disciplinary action.

Disciplinary actions may include verbal warnings, written warnings, and, if necessary, further

steps in the disciplinary process. Members of the staff Union will go through the progressive discipline process as outlined in the Union contract.

Training and Support:

Employees who require assistance or training on using the HomeBase platform for timekeeping should reach out to their Supervisor for guidance.

By adhering to this Timekeeping Policy, we ensure not only the accuracy of our payroll but also the fair and timely compensation of each employee for their efforts.

Employee Travel Policy

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the CDP. Mileage for regular full-time employees is reimbursed at the then-current IRS standard mileage rates. All Employee Travel must be approved in writing by your supervisor prior to travel.

Reimbursements Policy

All purchases made by CDP employees must be authorized in advance. Reimbursements will not be provided for unauthorized purchases. Requests for reimbursement must be accompanied by receipts and the request must be made within 30 days of the purchase.

Travel by staff must be authorized in advance. Travelers should verify that their planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit a Reimbursement Form and supporting documentation to obtain reimbursement of expenses.

Exempt employees will be paid their regular salary for weeks in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

Benefits

CDP Employees are eligible for Medical Coverage, Dental Coverage, and Vision Coverage at a cost of \$5.46, subject to provider fee changes, to the employee. All insurance coverage will continue for employees that are on leave, whether paid or unpaid.

The Employer currently offers the following benefits:

- Medical Insurance
- Dental Insurance
- Vision Insurance, at a cost of \$5.46 to the employee
- 401K
- Coworking and technology

- Phone stipend
- Professional Development

Medical (including Prescription Drugs) Premiums, Dental and Vision

Currently, the Employer offers the following plan option:

- UHC PPO Choice Direct CMJ9
- UHC Dental PPO-B8619
- UHC Vision PPO

Employee Retirement Planning

After 3 months of service, core CDP staff are eligible for 401(k) through the Paychex platform. Paychex offers the valuable benefit of a 401(k)-retirement plan – an easy, affordable step toward saving for your future. The plan has an automatic enrollment feature, so once eligible, you will be automatically enrolled in the plan within 30 days. To review the default elections, make your elections, or opt out of the automatic enrollment feature please use your Paychex account.

Other Benefits

The Employer shall furnish all necessary equipment/software for employees to effectively do their jobs.

Employees will be provided \$100 per month as a cell phone and technology stipend.

CDP reserves the right to suspend these benefits prior to a reduction in force, in order to protect staffing.

Time Off and Leave of Absence Policy

Vacation Time

Employees shall accrue vacation from their date of hire. Accrued vacation hours will be vested after successful completion of the 90 day probationary period. Vacation may be used during the anniversary year before it is accrued. Except in the case of layoff, if an employee separates from employment prior to accruing the amount of vacation already taken, the difference may be deducted from the employee's final pay.

During the first year of employment, employees shall accrue at the rate of 0.1923 days per

week, up to 10 working days per year.

In the second through third year of employment, employees shall accrue at the rate of 0.2308 days per week, up to 12 working days per year.

During the fourth year of employment and thereafter, employees shall accrue at the rate of 0.2885 days per week, up to 15 working days per year.

The CDP grants vacation time to eligible employees based on length of service, as follows:

Length of Service	Weekly Award	Maximum Annual Award
1 year or less	0.1923 days	10 days
2-3 years	0.2308 days	12 days
4 years or more	0.2885 days	15 days

Employees are encouraged to take their vacation time during the year it is accrued. Employees may have no more than one year's accrual of unused vacation at any given time. Upon reaching their limit of annual accrued vacation according to their years of service, accrual will stop until the employee uses vacation time dropping below their limit, at which time accrual will recommence. Comp time does not count towards this limit.

When possible, employees must schedule vacation at least four (4) weeks prior to the date the vacation is to begin, for vacations lasting longer than two (2) business days. Planning six (6) months ahead is preferred. Employees shall take care to avoid caucuses, assemblies, reorganization periods and election days.

If a CDP-observed holiday occurs during your vacation time, you will receive holiday pay for that day, and it will not be charged against your available vacation time.

Upon separation, employees shall be paid for all accrued, unused vacation, and for an unused floating holiday.

Winter Break – All staff will be given Winter Break in addition to their vacation time. Winter Break covers all workdays between December 26th through December 30th. Winter Break is not paid out or rolled over between years, but employees may be eligible for comp time for work during it.

To apply for vacation time, and other absences from normal work times please fill out the vacation time form and return it to the Executive Director.

Vacation days may be taken in full or half-day increments. Vacation may not be used for less than a half-day.

Vacation pay is a benefit that the CDP grants to our employees, and you may use available vacation only so long as this policy is in effect and you remain employed with the CDP, consistent with applicable law. The CDP will pay you for vacation days at your base pay rate as of the time of your absence. Vacation pay is not counted to determine overtime hours or to calculate overtime pay rate.

Holidays

Observed Holidays

The CDP observes multiple holidays each year, grants time off to all employees on these holidays, and provides holiday pay to eligible employees. For non-bargaining unit (non-union) employees, the CDP recognizes the following holidays each year.

Employees shall be eligible for paid holidays immediately upon hire.

The Employer shall publish a list of observed holidays for non-bargaining unit (non-union) employees) on or before December 15th for the following calendar year. The following holidays will be guaranteed to all non-bargaining unit (non-union) employees:

- New Year's Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

For bargaining unit (union) employees, please refer to the most recent agreement between the bargaining unit and the CDP for the recognized paid holidays.

Floating Holidays

The Employer shall also provide one additional floating holiday to be used during the employee's birth month.

In the event that an employee is required to work a recognized holiday, the employee shall be given a compensating day off.

If any holiday (except for during Winter Break) falls on a Saturday, the CDP generally and at its sole discretion, will observe that holiday on the preceding Friday. If the holiday falls on a Sunday, the CDP generally and at its sole discretion, will observe it on the following Monday.

Other Time Off

Paid Sick Leave

The CDP recognizes the need to take time off when sick to focus on getting well. All CDP employees are eligible for Paid Sick Leave. Sick leave does not count toward accrual to be paid out when employees leave, and every employee will be guaranteed 10 days of sick leave per year.

Sick leave is designed to protect employees against loss of income during periods of legitimate illness, injury, or disability. Sick leave may be used to cover absences caused by the illness of or injury to the employee, employee's immediate family, or domestic partner. Mental health days are an appropriate use of sick leave.

After four consecutive days, or if the employer has identified a questionable pattern of abuse of sick time, employees may be required to provide a doctor's note to continue taking sick leave. If an employee is eligible for short term disability, worker's compensation, or any other wage replacement, they are required to apply for it and the Employer will supplement the employee's full regular pay for a period of up to 2 months. The employer respects the need for recovery and will not expect any remote work to be performed on a sick day.

FAMLI Leave

Starting January 1, 2024, paid family and medical leave benefits ("FAMLI") per state law will be available to most CDP employees who have earned \$2,500 over the previous year for work performed in Colorado at any employer.

Covered employees are entitled to up to 12 weeks of paid family and medical leave per year. Individuals with serious health conditions caused by pregnancy complications or childbirth complications may be entitled to up to 4 more weeks of paid leave per year for a total of 16 weeks. FAMLI leave may be taken continuously, intermittently, or in the form of a reduced work schedule. FAMLI leave will be paid at a rate of up to 90% of the employee's average weekly wage, based on a sliding scale. Employees may estimate their benefits by using the benefits calculator at www.famli.colorado.gov. Employer will supplement FAMLI benefits to ensure the employee receives their full salary while taking FAMLI leave. Eligible employees may take family or medical leave for one or more of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care;
- To care for a spouse, child, or parent who has a serious health condition;
- For the employee's serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- For any qualifying exigency arising out of the fact that a spouse, child, or parent is a military member on covered active duty or call to covered active duty status.

For leave for the birth of a child or placement of a child with the employee for adoption or foster care, Employees are expected to notify their manager and HR of their leave plans as

soon as reasonably possible but not less than four (4) weeks in advance of their anticipated date of leave.

Employees taking parental leave within one (1) year of beginning employment are expected to continue working for at least one (1) year. If such employee leaves within one (1) year of employment, they agree to pay the lesser of 6 weeks' worth of salary or the balance of weeks of salary remaining until a full year of employment is completed back to the Employer.

FMLA

Employees who have worked for CDP for 12 months and have worked for at least 1250 hours in the preceding 12 months are eligible for leave under the Federal Family and Medical Leave Act (FMLA). FMLA provides up to 12 weeks of unpaid leave for women and men during a

12-month period to care for a newborn, adopted or foster child, or to care for a family member, or to attend to the employee's own serious medical health condition. To take FMLA leave, you must provide the Executive Director with appropriate notice. Specifically, if you know in advance that you will need FMLA leave (for example, if you are planning to have surgery or you are pregnant), you must give the Executive Director at least 30 days of advance notice. If you learn of your need for leave less than 30 days in advance, you must give the Executive Director notice as soon as you can (generally either the day you learn of need or the next work day). When you need FMLA leave unexpectedly (for example, if a family member is injured in an accident), you **MUST** inform the Executive Director as soon as you can. You must follow CDP's usual notice or call-in procedures unless you are unable to do so (for example, if you are receiving emergency medical care).

Employees may choose to use Paid Sick Leave before using FAMLI benefits, but are not required to do so. FAMLI is designed to run concurrently with FMLA. If FAMLI leave is used for a reason that also qualifies as leave under FMLA, then the leave also counts as FMLA leave.

Jury Duty

(a) Employees who are summoned for jury duty shall be paid their normal rate of pay while serving. Employees should notify their manager immediately upon receiving a summons for jury duty and provide a copy of the summons to their manager.

(b) In the event that an employee is excused from jury duty during their regularly scheduled work hours, they must contact their manager for direction on whether or not they must report to work.

Bereavement Leave

(a) Regular full-time and part-time employees shall be eligible for at least three (3) days for the loss of an extended family member or close friend, and at least ten (10) days for the loss of an immediate family member. Longer periods are subject to approval of the employer.

(b) Employees are required to notify their manager as soon as possible of their intention to utilize bereavement leave.

Witness Duty

You must promptly inform your supervisor if you are subpoenaed to appear as a witness in legal proceedings during work hours.

Military Leave

Employees who serve in the United States military will be granted a protected leave of absence in accordance with federal law. You must promptly inform your supervisor as soon as you know the scheduled dates of military service.

Personal Leave

Requests for unpaid personal leaves of absence will be evaluated on a case-by-case basis. Paid personal leave needs to be approved by the Executive Director.

Nursing Mother Break

If you are a nursing mother, you may breastfeed your child and/or express breast milk during any regular meal and break periods. If meal and rest breaks are not reasonably sufficient to permit you to breastfeed, please communicate your needs to your supervisor. The CDP will make reasonable efforts to provide you with a private location in close proximity to your work area, where you can breastfeed

Open Door Policy

The Colorado Democratic Party (CDP) believes it is extremely important that you have an effective means of addressing work-related issues. We strongly believe that by working together, we can resolve almost any question or concern that may arise. If you have a problem or concern, we want you to tell us. For matters pertaining to harassment or offensive conduct, please refer the Policy Prohibiting Harassment below.

Please use the following procedures in expressing your concerns:

- First, talk with your supervisor. You should present any questions or concerns about policies, procedures, equipment, safety or other matters to your supervisor first. Your supervisor is your principal contact with management. Supervisors have a considerable amount of technical knowledge and experience. Our supervisors are trained to deal with problems. They are very familiar with CDP policies and will handle matters in a confidential manner. You and your supervisor can satisfactorily resolve most problems.
- If you are uncomfortable or unable to discuss an issue with your supervisor, you may ask to meet with the Executive Director, or the Chair. If you work on the Coordinated Campaign, you may also ask to meet with the Operations Director.
- After taking the steps described above, submit any issue that remains unresolved to the Executive Director. They will carefully review the facts, consider your position

and make a final and binding decision.

CDP prohibits retaliation against any employee for exercising his or her right to bring issues to the attention of management.

Policy against Discrimination and Harassment

The Colorado Democratic Party (CDP) has a longstanding commitment to provide a work environment free from unlawful discrimination and harassment.

The CDP is committed to equal employment opportunity, to honoring the personal dignity of each individual with whom we interact, to cultivating and maintaining an inclusive environment, and to ensuring that our workplaces are free from discrimination, either direct or indirect, on the grounds of age, citizenship status, color, creed, disability (physical or mental), ethnic or racial origin, familial status, gender, gender identity, genetic information, marital or civil partnership status, medical history, national origin, nationality, pregnancy and maternity, race, religion or belief, sex, sexual orientation, transgender status, veteran status, or any other legally-protected basis (collectively “protected status”) pursuant to U.S. federal, state, and local laws. These protections apply to employees and applicants, and cover both actual and perceived identities.

Harassment and discrimination are not only illegal; they are also contrary to the CDP’s mission and values. All employees must abide by and uphold the Employer’s policies on harassment and discrimination. To this end, the Employer agrees to hold annual training for all employees addressing harassment and promoting diversity, equity, and inclusion. Additionally, Diversity, Equity and Inclusion (“DEI”) materials will be provided to new employees as part of the onboarding process.

Definitions

Designee

The designee is a person appointed by the Chair to investigate a discrimination or harassment complaint and report their findings to the appropriate authority. If the complaint, in whole or in part, is against the Chair, then the 1st Vice Chair shall appoint the designee. The Chair or designee must be qualified to conduct an appropriate investigation.

Discrimination

It is discrimination for an employer to base any decision regarding the terms or conditions of employment on an employee’s race, religion, color, sex (including pregnancy), age, national origin, sexual orientation, disability, gender identity or expression, ancestry, marital status, or any other characteristic protected by law.

Employee

For the purpose of this Policy, “employee” is defined as any individual employed and paid by the Employer.

Harassment

Harassment consists of unwelcome verbal, visual or physical conduct that is based on any characteristic referenced in Section 24.1 an individual’s race, religion, color, sex (including pregnancy), age, national origin, sexual orientation, gender identity or expression, disability, ancestry, marital status, or any other characteristic protected by law. It may include, but is not limited to, actions such as use of epithets, slurs, negative stereotyping, offensive jokes, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures and interference with work performance. Harassment may also include written or graphic material that denigrates or shows hostility toward an individual or group, whether that material is sent by email, Slack, computer screens, or elsewhere on the organization’s platforms or premises or circulated in the workplace, including at work-related events.

Unwelcome conduct can constitute harassment if:

- It has the purpose or effect of unreasonably interfering with an individual’s work performance;
- It creates an intimidating, hostile or offensive working environment;
- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or
- In extremely serious isolated incidents.

Sexual Harassment

Sexual harassment can involve unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Both victim and the harasser can be a woman, man or gender non-binary, and the victim and harasser can be the same sex.

The following is only a partial list of sexually harassing conduct:

- explicit sexual propositions;
- offering employment benefits in exchange for sexual favors;
- making threats or retaliating after a negative response to sexual advances;
- sexual innuendo or sexually suggestive or sexually degrading comments about a person’s body, sex life, sexual prowess or sexual deficiencies;
- sexually-oriented jokes, derogatory comments, epithets, slurs or

catcalls;

- obscene language, letters, messages, notes or invitations (including by e-mail);
- physical contact such as touching or impeding movements;
- conduct such as leering, making sexual gestures; or
- displaying or distributing pornography or other sexually suggestive objects, pictures, cartoons or posters (including but not limited to by e-mail, viewed or shared on a work computer or via text message).

Unwelcome sexual conduct can constitute harassment if:

- It has the purpose or effect of unreasonably interfering with an individual's work performance;
- It creates an intimidating, hostile or offensive working environment;
- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or inhibits the employee's ability to perform assigned work; or
- Submission to or rejection of the conduct by an individual is used as the basis for tangible employment actions taken toward the employee.

Bullying

The CDP defines bullying as persistent, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an employee, whether verbal, physical, on-line or otherwise, at the place of work and/or in the course of employment. Bullying is often a form of harassment.

Complaint and Investigation Procedure:

As a means to ensure a workplace free from discrimination and harassment, the Employer adopts this formal procedure for the handling of discrimination or harassment complaints. This procedure is intended to supplement – not to replace or supersede – the other procedures available to employees under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act, or any other applicable federal, state or municipal fair employment practices law, or otherwise.

General Principles

Employees are strongly encouraged to come forward with a complaint within a reasonable time of an incident but no more than 90 days. Reporting additional incidents that support a pattern of harassment may go beyond 90 days. Any incident of discrimination or harassment should be reported immediately including isolated

incidents—whether or not the employee wishes for action to be taken—so that a pattern of behavior may be established. The employee may report offensive conduct as defined herein without fear of interference with the individual's work performance or contributing to a hostile work environment. An employee should not wait to report harassment until it becomes severe and pervasive. The Employer is committed to stopping discrimination and harassment even if the conduct has not risen to the level of a violation of law.

If the employee feels comfortable doing so, they should respond to the discriminatory or harassing conduct in a way that demonstrates that the conduct is unwelcome. However, the employee is not required to respond directly to the offending individual.

Efforts will be made to investigate and resolve complaints promptly, thoroughly and impartially, and in as confidential a manner as is possible consistent with proper investigation of the complaint. No formal investigation shall take longer than one week to initiate from the date the complaint is first received by the Chair or their designee, and complete in no longer than 30 days.

If a person is accused of discrimination or harassment, the accused or representatives from the accused's organization shall not play any role in administering or making decisions under this procedure. This shall not interfere with the ability of management representatives who are not the accused to be involved in the process when the accused is a representative of the Employer.

If the accused is determined to have engaged in discrimination or harassment, appropriate action will be taken promptly. For discrimination or harassment by an employee, supervisor or officer of the organization, appropriate sanctions will be imposed up to and including termination of the offending individual. If it is conduct by a member, employee or officer of an affiliate,

vendor or consultant, then the Employer will take appropriate action, using its best good faith means available.

There will be no retaliation or other adverse action taken against the complainant who reports an incident of apparent discrimination or harassment, or individuals who provide information in the course of the investigation of such a complaint or report. Any such retaliation can also be the subject of a complaint under this procedure. If retaliation in fact occurred, prompt and appropriate corrective action will be taken and appropriate sanctions imposed, up to and including termination.

Procedure

The procedure for dealing with complaints of discrimination or harassment is as follows:

(i) If an employee believes that they have been the target of discrimination or harassment, the Employer encourages the employee to report the alleged incident(s) as soon after the incident occurs as reasonably possible but no more than ninety days (90) days to a Supervisor or Chair. If the report is made to a Supervisor, the supervisor should immediately notify the Chair. Failure to report claims of harassment hampers the ability to take necessary steps to remedy such situations.

An employee is not required under this procedure to confront the offending individual.

It is the responsibility of any Supervisor who receives a complaint to inform the Chair or designee of the allegations so that a prompt investigation may be conducted, unless otherwise directed by the complainant. If the complaint is against the Chair, the complaint shall be reported to the Board Chair. For the remainder of this Article, if the complaint is against the Chair, references to the Chair shall be replaced with Board Chair. This article is not intended to require the person receiving the complaint to further report the complaint against the expressed will of the complainant.

(ii) The Chair or designee shall make every effort to keep the complainant informed about the process and, when appropriate, shall engage the complainant in making procedural decisions.

(iii) When discrimination or harassment is alleged, if appropriate, the Chair or designee may attempt to resolve the matter informally.

(iv) If the nature of the allegations makes such informal investigation inappropriate or if informal efforts do not resolve the matter, the Chair or designee will ask the person making the complaint ("the complainant") to promptly file a written complaint. That complaint should describe the alleged

discrimination or harassment in as much detail as possible, including a description of what occurred and the dates, times and places of the incident(s). The complainant also should submit the names of individuals who he or she believes have information relevant to the investigation.

(v) The Chair or designee, will initiate an investigation to determine whether discrimination or harassment has occurred within one week of receiving the report. The Chair or designee must be trained in conducting appropriate investigations and must not have a conflict of interest related to the complaint, complainant or accused. If the Chair has a conflict, the Board Chair shall appoint the designee to conduct the investigation. The investigation will conclude 30 business days from the date of the investigation being initiated.

(vi) If the investigation warrants disclosure of the complainant's name or identifying characteristics to individuals other than the Chair or designee, the accused, or members of the Board, the complainant shall be notified of such needed disclosure.

(vii) During the course of the investigation, the Chair or designee will inform the accused of the complaint, and will give them the opportunity to respond to the allegations and to submit the names of individuals who the accused believes have information relevant to the investigation.

(viii) The investigation may include meeting with the complainant, the accused and other individuals who may have relevant information. Relevant documents may also be reviewed. The investigation will be conducted promptly, thoroughly and impartially, and in as confidential a manner as is possible consistent with proper investigation of the complaint.

(ix) If necessary, the Employer will take steps to ensure that additional discrimination,

harassment, or retaliation does not occur during the period of investigation, including separating the relevant parties. The Employer will take steps to ensure that the investigation or the accused does not interfere with the complainant's ability to perform assigned work.

(x) If the investigation establishes that discrimination or harassment has occurred, the Employer will take prompt and appropriate action within one week of the conclusion of the investigation. This may include corrective action designed to end and to remedy the discrimination or harassment and to prevent it from recurring. Action may include imposition of discipline on the discriminator/harasser, ranging from reprimand to discharge. If it is conduct by an employee or officer of an affiliate or by a vendor or consultant, then the Employer will take appropriate action, using its best good faith means available. Good faith means include, but are not limited to notifying the accused's superior, at the local, regional or national level, requesting that appropriate action is taken.

The Employer values the use of restorative practices as an approach to non-punitive conflict management. The Employer may attempt to resolve matters wholly or partially through restorative practices so long as both the accused and complainant consent to the use of restorative practices and the restorative process proposed.

Based on the findings of the Chair or designee, and based on advice from legal counsel if sought, the Chair shall determine appropriate action to be taken when a violation of this Policy has been established.

(xi) the Employer will inform both the complainant and the accused of the outcome of the investigation and, if permissible, what measures were taken to correct the discrimination or harassment.

(xii) If the Chair or designee fails to conduct the investigation promptly or maintain communication with the complainant in regards to the investigation, the complainant may follow the Grievance Procedure outlined in Article VII.

(xiii) Use of the process established in this policy in no way constitutes a waiver of any legal rights held by or remedies available to the complainant.

If you have any questions about this policy and procedure or if you want additional information concerning complaints of discrimination or harassment, the Colorado Democratic Party encourages you to contact the Executive Director.

Confidentiality Policy

From time to time, you will have access to confidential CDP information. You must protect such confidential information from disclosure both during and after your employment.

In this respect, all information, including financial information, relating to the CDP or its operations, or to the operations of the Democratic Candidates, or CDP vendors, other than matters of public record, should be considered confidential and must not be disclosed to any unauthorized person at any time. CDP-related information, including without limitation, documents, notes, files, records, oral information, computer files, or similar materials (except

in the ordinary course of performing duties on behalf of CDP) may not be removed from CDP premises without permission from the CDP Chair or Executive Director.

Additionally, the contents of CDP records or information may not be disclosed to anyone, unless approved by the CDP Chair or Executive Director. If you are unsure of the confidential nature of certain information, you must discuss the matter with your supervisor for clarification.

As more fully set forth in our return of CDP Property Upon Separation Policy, upon termination of employment, you must return all equipment, and confidential information received during your employment – however stored or recorded – to your supervisor and move all CDP-related document from your hard drive, flash drive, and your employee Google Drive to the Organizational shared drive.

All employees will be required to sign a Confidentiality/Non-disclosure agreement before starting their term of employment. Violating the confidentiality agreement, including but not limited to disclosure of information in the voter file (VAN), can lead to dismissal.

Policy on Work Materials and Work Product

Work materials and work product produced on behalf of CDP and/or the Coordinated Campaign remain the property of the Colorado Democratic Party. At the conclusion of employment with the CDP and/or the Coordinated Campaign, all memos, written documents, computer files, donor lists, constituent lists and any other Party lists, budgets, fundraising materials, photographs, designs, graphics and all other Party materials shall remain with the Colorado Democratic Party.

Return Of CDP Property Upon Separation

Upon resignation or termination of employment with the CDP for any reason, or upon the CDP's request, you must immediately return all CDP property, including but not limited to equipment, materials, or written information in any form (*i.e.*, keys, credit cards, access cards, laptops, handbooks, papers, folders, and electronic data) in your possession or control. You must submit such materials to your supervisor or the Operations department or, if appropriate, the CDP Chair or Executive Director.

Personal Conduct

Drug and Alcohol Policy

CDP has a commitment to its employees, customers and the community to provide a drug- and alcohol-free working environment. CDP employees may not use drugs, or be under the influence of drugs, including marijuana, while working. CDP employees may not drink alcohol, or be under the influence of alcohol, while working, unless there is a specific exception granted by the Chair or the Executive Director for a particular event. In no event

may a CDP employee drive a vehicle on CDP time while under the influence of drugs or alcohol. CDP expects employees to be in a suitable mental and physical condition to perform their assigned job duties satisfactorily at all times. In addition, CDP has an obligation to its employees to ensure safe working conditions.

Safety Policy

It is the responsibility of every employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards and with any special safety concerns for use in a particular area or with a client.

It is the responsibility of every employee to immediately notify his or her supervisor or department director of an accident or injury. If the supervisor or director cannot be reached, any person listed on page 1 of this handbook should be contacted.

Furthermore, CDP requires that every person in the organization assume the responsibility of individual and organizational safety. Failure to follow company safety and health guidelines or

engaging in conduct that places an employee, candidate or party property at risk can lead to employee disciplinary action and/or termination.

Social Media Policy

Employees may not post on social media financial, confidential, sensitive or proprietary information about CDP or its candidates, volunteers, employees or applicants.

Employees may not post obscenities, slurs or personal attacks that can damage the reputation of CDP or its candidates, volunteers, employees or applicants.

CDP may monitor content on the Internet. Employee violations of this social media policy may result in discipline up to and including termination of employment.

CDP employees are subject to CDP neutrality policy between primary candidates and may not post content that gives the impression of favoring one primary candidate over another. Moreover, CDP employees must not engage in disparaging remarks about any Democratic candidate or the Party itself.

Dress Code Policy

CDP wants to foster a respectful, healthy and comfortable work environment for all in the office. To do so, we have adopted a business casual dress code for office employees.

Field employees must be presentable.

For both office and field employees, it is unacceptable to wear any apparel in the workplace or at work-related events that includes profane or offensive language or images.

Political Activity

Neutrality & Democratic Candidate Policy

CDP employees stand in special relation to candidates. We are expected to give all Democratic Candidates the full benefit of our knowledge and skills. We must act in a way that reinforces the trust and confidence each Democratic Candidate places in us.

The CDP serves **all** Democratic candidates. As such, during any *contested primary*, CDP employees must remain impartial. More specifically, in order to ensure fair service to all *Democratic candidates*, CDP employees must not engage in political activities that could create an actual or apparent conflict of interest for the CDP with respect to any *Democratic candidate* during a *contested primary*.

Contested primary, for purposes of this policy, means any primary election in the state of Colorado in which more than one *Democratic candidate* is seeking the same office. All primaries are presumed to be contested until the deadline for filing candidate nominating petitions has passed. *Democratic candidate*, for purposes of this policy, means a person running for any office who is a registered Democrat.

Activities that would be deemed to present an actual or apparent conflict during a *contested primary* include but are not limited to the following:

- signing a nomination petition on behalf of a Democratic candidate;
- acting as a campaign official for a Democratic candidate;
- having one's name on letterhead or other documents of a Democratic candidate's political campaign;
- writing a letter to the editor, or other written endorsement in support of or opposition to a Democratic candidate;
- posting expressions of support of or opposition to any single Democratic candidate on any social media;
- displaying posters, bumper stickers, wearing shirts, buttons, etc., or otherwise engaging in public displays of support of or opposition to any single Democratic candidate; or
- making a financial contribution to a single *Democratic candidate*.
- This policy does not preclude a CDP employee from "liking" a *Democratic candidate's* page on Facebook, "following" the campaign's Twitter feed, or engaging in similar activities on social media during any *contested primary*, so long as s/he/they likes and/or follows all other *Democratic candidates* for that office.

Coordination with Outside Groups

Coordinating political advertising, phone banks or direct mail with other political committees, 527 organizations, 501(c) organizations or other outside groups may result in an in-kind contribution. Any request by an outside group to coordinate activities should immediately be

referred to the CDP Chair or Executive Director.

Outside Employment Policy

Employees should be particularly sensitive to the inappropriateness of accepting political consulting assignments while employed by the CDP. CDP employees must notify the CDP Chair and Executive Director of all employment outside of the party to avoid any appearance of impropriety or conflict of interest. An employee whose outside employment interferes with his or her CDP job responsibilities is subject to discharge for just cause pursuant to this agreement.

Conflict of Interest Policy

To avoid participation with an entity whose programs and policies may be in conflict with the policies of the Colorado Democratic Party, CDP employees may not accept appointments to the Party, candidate, corporate or nonprofit boards without first consulting the Chair and Executive

Director. Additionally, staff members are prohibited from serving in a position on the State Central Committee while employed by CDP. Staff members may not receive compensation from a third party to influence municipal, county, state or federal officeholders.

Leaving Employment

Termination Policy

Employees who are not members of the union with the CDP are employed “at will.” That means that employees may be terminated from employment with the CDP with or without cause, and employees are free to leave the employment of CDP with or without cause. The Executive Director and the Chair have authority to employ or terminate all employees.

Resignation

The CDP encourages employees to provide at least two weeks (14 calendar days) written notice prior to resignation.

Discipline and Discharge

Except as provided for new employees during their probation period, no union employee shall be subject to discipline or discharge except for just cause. Except in circumstances where a severe conduct infraction justifies immediate discharge or unpaid suspension, all discipline shall be progressive including oral warning, written warning, suspension, and discharge. All performance disciplines shall be progressive.

Union employees shall have the right, but must request, that a union representative be present at any discussion with the Employer which the employee reasonably believes may result in their discipline, any disciplinary meeting or any meeting that the employee believes may affect their relationship with the employer. An employee shall be given reasonable advance notice when such discussion is scheduled, and the employee shall be informed of the nature of the complaint against them. If a request for a union representative is made, the discussion shall not proceed until the union representative is given a reasonable opportunity to be present. When confidential or sensitive information is involved, the Employer may implement any reasonable measure to ensure compliance with all obligations to confidentiality, including indemnification from any action subsequent to exposure to sensitive or confidential information.

New employees shall be on probation for a period of ninety (90) days and within this period may be terminated at the Employer's discretion at will and without recourse through the grievance procedure. The probationary period gives the Employer an opportunity to observe and evaluate the capacity of the employee, including the employee's ability to satisfactorily perform the essential functions of their job; to observe and evaluate the employee's work habits and conduct and make reasonable efforts to assist employees in improving where there are weaknesses in skills or performance identified.

Personal Improvement Plans (PIPs) shall be used as a resource in order to assist employees to achieve expectations prior to or in conjunction with progressive disciplinary steps listed above. The implementation of the PIP is the written warning.

In certain circumstances involving unambiguous and evidentiary direct harm to the Employer via malicious action, the progressive disciplinary track shall be null and void such that immediate termination may be imposed on an employee. Such circumstances shall be understood to be materially assisting Republican candidates against Democratic candidates, theft from the Employer, assault against any Colorado Democratic Party staff or volunteer, or similarly egregious behavior, subject to the grievance and arbitration process.

Severance

Employees who are laid off (including probationary employees that are laid off due to a reduction in force) shall receive the following severance.

Length of Service	Severance Pay Continuation of Benefits
Less than one (1) year of service	Two (2) weeks of salary. Employer will additionally reimburse employee the equivalent of the full cost of the state continuation coverage premium for one (1) month (upon receipt of documentation of premium payment).

One (1) year or more of service	Four (4) weeks of salary. Employer will additionally reimburse employee the equivalent of the full cost of the state continuation coverage premium for one (1) month (upon receipt of documentation of premium payment).
---------------------------------	--



I hereby acknowledge receipt of the CDP Employee Handbook dated September 1, 2026.

EMPLOYEE:

Date: _____

Signature: _____

Name: _____



CONFIDENTIALITY AGREEMENT
Colorado Democratic Party

THIS CONFIDENTIALITY AGREEMENT ("Agreement") is entered into and effective as of _____, 2026, by and between the Colorado Democratic Party, ("CDP"), and _____, ("Employee/Intern").

For good and valuable consideration, including Employee's continued employment with the CDP and intern's continued relationship with the CDP, and Employee/Intern's access to the CDP's Confidential Information, Employee/Intern and the CDP agree as follows:

1. For purposes of this Agreement, "Confidential Information" means and includes all information about the CDP's relationships with donors, elected officials, and with other organizations, organizational strategy or other sensitive content, including business plans, strategies, financial information and related forecasts, books and records, operational information, proprietary information relating to products and technologies, source codes, software and related technologies, trade secrets, voter registration and voter file data, website information and related visitor data, tax data, technical data, client lists and related information, vendor and supplier lists and related information, contractual information, marketing and sales reports and related data, internet strategies, proprietary information as to design strategies and the like, Employee lists and personnel information, policies and procedures, and all other information that the CDP discloses to Employee/Intern or information that Employee/Intern otherwise obtains which the CDP considers to be confidential and proprietary, whether or not labeled as such.
2. The term "Confidential Information" shall not include information which is (i) lawfully obtained by Employee/Intern from a third party, other than by such third party's breach of a confidentiality obligation with the CDP or (ii) generally known to the public.
3. With respect to the Confidential Information, Employee/Intern agrees:
 - a. to hold and protect it in strict confidence, by not communicating it outside of the CDP's office and by restricting access to it by unauthorized persons, including any persons or organizations that work closely with the CDP but are not the CDP's officers, employees, interns, or volunteers;
 - b. to use it only in connection with the CDP's projects and for no other purpose except in furtherance of the CDP's mission;

- c. to return it immediately to the CDP, upon termination of Employee's employment with the CDP or Intern's relationship with the CDP, or at the CDP's request at any time, including all documents and electronic files containing the Confidential Information;
 - d. that it shall remain the sole property of the CDP at all times; and
 - e. that Employee/Intern's obligations under this Agreement shall survive and continue after the termination of Employee's employment and Intern's relationship with the CDP.
- 4. The term of this Agreement shall commence on the day Employee commences employment with the CDP and Intern commences work or training with the CDP, whether or not this Agreement is formally executed at that time.
 - 5. Employee/Intern's obligations hereunder shall survive the termination of Employee's employment and Intern's relationship with the CDP.
 - 6. This Agreement may not be modified, amended, or waived except by written agreement of all parties. No delay or failure of the CDP in exercising any right under this Agreement, and no partial or single exercise of any right, will constitute a waiver of that or any other right.
 - 7. This Agreement shall be governed by the laws of the State of Colorado. If any provision of this Agreement shall be held by any court to be unenforceable in any particular respect, the remainder of this Agreement shall remain in full force and effect. Further, if any provision shall be held to be excessively broad, it shall be so construed and limited so as to be enforceable under applicable laws.
 - 8. In any legal proceeding brought by the CDP to enforce its rights hereunder, if the CDP prevails, it shall be entitled to recover from Employee/Intern the CDP's reasonable attorneys' fees and costs, in addition to all other recovery and relief.

9. BY SIGNING BELOW, EMPLOYEE/INTERN ACKNOWLEDGES:

THAT EMPLOYEE/INTERN HAS READ THIS AGREEMENT CAREFULLY AND FULLY UNDERSTANDS ITS TERMS;

THAT EMPLOYEE/INTERN HAS HAD AN ADEQUATE OPPORTUNITY TO SEEK HIS/HER OWN LEGAL COUNSEL CONCERNING THE TERMS AND CONDITIONS OF THIS AGREEMENT; AND

THAT EMPLOYEE/INTERN IS FREELY AND VOLUNTARILY ENTERING INTO THIS AGREEMENT.

EMPLOYEE/INTERN:

Date: _____

Signature: _____

Name: _____

COLORADO DEMOCRATIC PARTY:

Date: September 1, 2026

By



Name: Kate Sneed

Title: Executive Director