

# COLORADO GENERAL ASSEMBLY

## EXECUTIVE COMMITTEE

Sen. James Coleman, *Chair*  
Rep. Julie McCluskie, *Vice-chair*  
Rep. Monica Duran  
Sen. Robert Rodriguez  
Rep. Rose Pugliese  
Sen. ~~Paul Lundeen~~Cleave Simpson



## STAFF

Natalie Castle, Director

## Executive Committee of the Legislative Council

State Capitol Building, Room 029  
Denver, Colorado 80203-1784  
(303) 866-3521

July 1, 2025

For FY ~~2024-25~~2025-26, the Executive Committee of Legislative Council approves 1,800 aide hours annually for each Senate and House district. Aides must be designated as a Senior Aide or a Junior Aide. Although members may hire up to two aides, only one aide per member may be designated as a Senior Aide at any point in time.

**Compensation.** All aides are paid a wage of ~~\$24.57~~\$25.34 per hour. Senior Aides are eligible to receive insurance benefits, but do not have to elect to receive them. Junior Aides are not eligible to receive insurance benefits.

**Allocation of hours.** Members may allocate these hours among aides as they see fit, except for the following:

1. Members may not use more than 40 hours per week per aide.
- ~~2. For any day during a legislative session that an aide's supervising member's chamber recognizes as a holiday by closing on that day, that aide will be paid for the number of hours they would have normally worked on that given day, not to exceed eight hours [NM1].~~
- ~~3. Prior to the November election, outgoing members and members running for re-election may each use only up to 580 hours;~~

~~4. After the election:~~

- ~~a. newly elected members and members of the 74<sup>th</sup> General Assembly who are elected to a different chamber in the 75<sup>th</sup> General Assembly inherit their new district's aide hour balance as of November 6, 2024 and may begin using them immediately, except for those hours used by outgoing members pursuant to paragraph 4.b;~~
- ~~b. outgoing members, or members who are not elected to the 75<sup>th</sup> General Assembly, may use up to 60 hours in November. Beginning December 1, outgoing members may not use aide hours except, if a special session is held, outgoing members may request up to 8 hours per day the legislature is in special session from their caucus leader for use only during the special session.~~

~~5.2.~~ all members must have at least 780 unused hours as of January 2, ~~2025~~ 2026 to ensure adequate coverage during the legislative session; and

~~6.3.~~ if the member employs a Senior Aide and a Junior Aide, and the Senior Aide has elected to receive insurance benefits,

- a. no more than 825 hours should be allocated to the Junior Aide to ensure that the Senior Aide has adequate hours to maintain benefits over the entire year; and
- b. the member must have at least 52 hours available as of May ~~913,~~ 20252026, to ensure the aide can remain eligible through the end of the fiscal year.

Any member may return hours to their leadership to be redistributed by leadership outside of the hour limits above. Notwithstanding any other provision of these policies to the contrary, leadership may increase or reduce the number of hours available to any member of their caucus within the total hours allocated for all of the members of that caucus for the fiscal year. For the purposes of this policy, leadership for majority members is the President or Speaker and for minority members is the Minority Leader. Members may not redistribute hours amongst themselves.

**Health, life, and dental insurance.** Senior Aides are eligible to enroll in health, life, and dental insurance benefits under the Colorado State Employee Benefits Plan, as long as they work for at least 13 hours during each biweekly pay period. Paid time off (PTO) and Hours-hours for which sick leave is paid ~~also~~ count toward the hours required to be eligible. Except for an unforeseen emergency, Senior

Aides must receive prior approval from the Chief Clerk of the House or the Secretary of the Senate, where appropriate, to work less than 13 hours in a two-week period and must make arrangements to pay legislative accountants an amount sufficient to cover their employee premium for that pay period in a timely manner.

**EcoPass.** Free EcoPasses are provided on a year-to-year basis and future benefits are subject to available funding. During calendar year ~~2024~~2025, only one aide per member may receive an EcoPass (a decision about availability in calendar ~~2025~~ 2026 will be decided toward the end of ~~2024~~2025). Temporary employees are eligible to participate. Employees who separate employment with the state are no longer permitted to use their EcoPass. EcoPasses will be deactivated when the state employee leaves state service.

**Paid time off (PTO leave).** PTO is paid out of each member's 1,800 aide hour allotment[NM2]. Aides accrue PTO at a rate of 1 hour for each 16.67 hours worked up to a maximum accrual of 72 hours, per employingsupervising member. Once an aide has reached the maximum accrual of 72 hours, the aide does not accrue PTO until their PTO balance has been reduced below the maximum of 72 hours. PTO must be accrued before it may be used. PTO may be claimed in 15 minute increments.

Use of PTO during a regular or special session is strongly discouraged, except for extenuating circumstances approved by the supervising member. All PTO accrued through the last pay period that ends in December expires annually on the last day of the first pay period that ends in January (e.g., PTO accrued through December 26, 2025, is forfeited if not used on or before January 9, 2026). Unused accrued PTO carries over between fiscal years. Unused PTO accrued in the employ of an individualsupervising member is forfeited upon termination of employment of that member.

**Session holiday leave.** For any day during a legislative session that an aide's supervising member's chamber recognizes as a holiday by closing on that day, that aide will be paid for the number of hours they would have normally worked on that day, not to exceed eight hours per holiday. Holiday leave is paid out of each legislator'smember's 1,800 aide hour allotment. Holiday leave is not available during the legislative interim or on state holidays during the legislative session on which the aide's supervising member's chamber convenes.

**Paid sick leave.** -Paid sick leave is paid out of each district's 1,800 aide hour allotment. Aides accrue paid sick leave at a rate of 1 hour for each 30 hours worked

up to a total of 48 hours. At the end of each fiscal year, aides may carry forward up to 48 hours of unused accrued leave, but may use no more than 48 hours of paid sick leave in any fiscal year. Paid sick leave may be used for the purposes included in section 8-13.3-404 (1), C.R.S. Aides must accrue paid sick leave before using it. All unused paid sick leave is forfeited upon termination of employment. However, if an aide separates from employment and is rehired by the same or another member within six months after the separation, all paid sick leave accrued as of the date of separation will be reinstated.

**Remote work.** Aides are permitted to work remotely at the discretion of their supervising ~~legislator~~member. Each ~~legislator~~member must outline with their legislative aide(s) expectations for attendance, duties, behavior, and performance, including whether remote work will be permitted, how often, and how to request the ability to work remotely. Timesheets must be submitted and approved in the same manner as those for in-person work. During the legislative session, aides may report hours worked remotely when the House or Senate are not meeting, as in the case of a snow day.

**Lobbying and Political activity.** Pursuant to House Rule 44 (f) and Senate Rule 31 (d), House and Senate employees may not solicit or invite any member to vote or influence any bill or matter before the House or the Senate. Additionally, aides may not testify in a legislative committee.

Pursuant to ~~section 1-45-117, C.R.S., and~~ House and Senate policies, ~~employees~~ aides may not engage in political activity within the Capitol ~~Building, State Services Building, Legislative Services Building, on Capitol grounds outside of the buildingsComplex~~<sup>[CC3]</sup>, or while being paid by the state outside of the Capitol. ~~This includes political communications via social media, email, text, or phone calls.~~ Political activity includes any form of campaigning or electioneering, such as attending or arranging for political meetings, preparing or distributing campaign materials, and soliciting or canvassing for campaign funds, and, This includes political communications via social media, email, text, or phone calls.— Political activity does not include activities undertaken to assist the member in the performance of his or her duties as an elected official of the State; or protected activities described in the "Protections for Public Workers Act," §29-33-104 (1)(a), (1)(b), or (1)(d), C.R.S.. ~~Aides may not testify in a legislative committee~~<sup>[CC4][CC5]</sup>.

Sincerely,

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President James Coleman, Chair

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Speaker Julie McCluskie, Vice-chair

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Majority Leader Robert Rodriguez

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Majority Leader Monica Duran

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Minority Leader ~~Paul Lundeen-Cleave~~  
Simpson

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Minority Leader Rose Pugliese