



**COLORADO**  
**Department of Transportation**

Office of the Chief Engineer  
2829 W. Howard Place  
Denver, CO 80204-2305

DATE: October 28, 2024  
TO: CERTIFIED ENTITIES AND FLAGGER INSTRUCTORS  
FROM: Colorado Department of Transportation (CDOT) FLAGGER PROGRAM  
Benjamin Acimovic, P.E., CDOT Traffic Operations Engineer  
Benjamin Acimovic, P.E., PMP  
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Date: 2024.10.28 14:41:42 -06'00'  
SUBJECT: OCTOBER 2024 CDOT FLAGGER PROGRAM UPDATES AND CHANGES – Work Reimbursement Agreements

All flagger program submittals, requests, questions, comments, inquiries, and suggestions must be submitted to the CDOT Flagger Program through the following email address or phone numbers:

- Email: [dot\\_cdote\\_flagger@state.co.us](mailto:dot_cdote_flagger@state.co.us)
- Phone Numbers: 303-757-9664, 1-888-639-3271

Please see our website at <https://www.codot.gov/safety/traffic-safety/traffic-operations-technology/flagger-program> for more information about the CDOT Flagger Program.

### **Work Reimbursement Agreements**

In addition to the *CDOT Flagger Training Entity Terms and Conditions*, we are issuing this Industry Memo to notify CDOT certified Flagger Training Entities and Flagger Instructors of new and clarified standards for using Work Reimbursement Agreements for Flagger students.

While Work Reimbursement Agreements are allowed by CDOT for the purposes of helping Entities recoup the cost of flagger training, and possibly flagging equipment and personal protective equipment (PPE), it is not meant to be unfair to the flagger student/flagger.

Entities must fully explain what the Work Reimbursement Agreement means before the flagger student signs the agreement.

Work Reimbursement Agreements are not meant to be used for employees and semi-regular on-call employees. A semi-regular on-call employee is someone that has worked for your company/agency for more than 30 days. Semi-regular on-call employees should be issued a 2-year flagger certification card upon taking the flagger training course and passing the flagger written exam and flagger demonstration exam.

If an Entity signs a Work Reimbursement Agreement with a new or recertifying flagger, the Entity is stating that they have flagging jobs available. If an Entity cannot provide work for a flagger on the agreed upon date/s and location/s, the Entity must issue the flagger their 2-year flagger certification card so they can find work elsewhere.

Flagger Training Entities must issue a 2-year or 30-day flagger certification to students passing the written and demonstration exams within 48 hours per the Terms and Conditions of this program.



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The following items must be included in Work Reimbursement Agreements:

- Flagger Training Entity name
- Flagger Instructor name, Flagger Instructor signature (or Entity person with signature authority), and date
- Flagger name, flagger signature, and date
- The number of required work hours by the flagger must be clearly stated
  - The number of work hours required in a work reimbursement agreement need to be completed within 30 days of certification since the temporary flagger certification expires 30 days from the date of issuance
- Cost of the flagger class if the flagger decides they want to pay to obtain their 2-year flagger certification card without fulfilling the work requirements defined in their agreement
  - Entity needs to provide information regarding the accepted form/s of payment

Additional conditions flaggers must follow that should be included in Work Reimbursement Agreements:

- To be sent out on a job, flaggers must make themselves available for flagging jobs as required by the Entity. The Entity should include specific information regarding when and where the flagger must report for work.
- Flaggers sent out to flag must work their entire required work hours without incident.
- Flaggers must report to work wearing the proper flagger working attire and must be willing and able to perform flagging duties.
- See the CDOT Flagger Training Entity Terms and Conditions for additional terms that need to be included on Work Reimbursement Agreements.

Other types of separate policies that can be referenced in Work Reimbursement Agreements:

- Drug-Free workplace policy
- Alcohol-free workplace policy
- Safety workplace policy
- Sexual harassment-free workplace policy

Please see the *CDOT Flagger Training Entity Terms and Conditions* for Work Reimbursement Agreement and 30-day temporary flagger certification rules.