

Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative) participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

Contact OSHA. We can help.

state minimum wage law are

At least 11/2 times the regular rate of pay for all hours worked over 40 in a workweek

wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.

· Some state laws provide greater employee protections; employers must comply with both.

obligated to pay the higher rate

CHILD LABOR:

agricultural employment

NURSING MOTHERS:

breast milk.

under the FLSA

Department of Labor.

same establishment

their family members

RETALIATION

PAY SECRECY

executive level.

Federal laws.

ENETICS (GINA ACT)

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

otherwise opposes an unlawful employment practice.

compensation of other applicants or employees.

INDIVIDUALS WITH DISABILITIES

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

about EEOC, including information about charge filing, is available at www.eeoc.gov.

requires affirmative action to ensure equality of opportunity in all aspects of employment.

wartime or campaign badge veterans, or Armed Forces service medal veterans.

RACE, COLOR, NATIONAL ORIGIN, SEX INDIVIDUALS WITH DISABILITIES

and air intake vents.

REGULAR PAYDAYS FOR EMPLOYEES OF: _____

HOSPITAL

ALTERNATE

OSHA:

For information and complaints:

State&FederalPoster™

For all your Labor Law Poster Compliance Solutions

1-866-621-6107 or http://healthoregon.org/morefreshair

telephone directories under U.S. Government, Department of Labor.

ADDITIONAL INFORMATION

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

FREE ASSISTANCE to identify and correct hazards is available to small and mediumsized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

Federal Minimum Wage

\$7.25 PER HOUR BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it

An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14

and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in

employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee

to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to

provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The

· Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference

• Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the

1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd

WAGE AND HOUR DIVISION • WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

Equal Employment Opportunity

Equal Employment Opportunity is THE LAW
• Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training,

classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes

promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable

accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring,

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the

promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic

information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments).

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases

Executive Order 11246, as amended, prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and

Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the

physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also

requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action

to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these

(toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most

<u>Programs or Activities Receiving Federal Financial Assistance</u>

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis

of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of

the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs.

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe

physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also

requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the

NO SMOKING OR VAPING WITHIN 10 FEET

Under Oregon's Indoor Clean Air Act this business is smoke, aerosol and vapor free (ORS 433.835-870, effective January 1, 2016).

Smoking, aerosolizing or vaporizing of inhalants is not allowed within 10 feet of building entrances, exits, windows, accessibility ramps

benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known

For information and complaints: 1-866-621-6107 or www.healthoregon.org/smokefree

Payday Notice

Emergency Notice

HAZARDOUS MATERIAL

Made in USA

Want to quit smoking? 1-800-QUIT-NOW or 1-877-2NO-FUME (Español)

Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe

benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS (PROTECTED VETERANS)

EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring,

payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the

members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring,

Applicants to and employees of most private employers, state and local governments, educational institutions, employment

agencies and labor organizations are protected under Federal law from discrimination on the following base:

failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL ORIGIN

between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent

may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum

wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties

the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped

State Minimum Wage

OREGON MINIMUM WAGE RATES Brad Avakian, Commissioner Effective July 1, 2018 to June 30, 2019

BUREAU OF LABOR AND INDUSTRIES

Nonurban Counties: \$10.50 per hour

An employer shall pay an employee no less than the minimum wage rate for the region in which the employer is located. (See region descriptions below.) Standard: \$10.75 per hour Portland Metro: \$12.00 per hour

All employers must comply with state laws regulating payment of minimum wage,

The "Standard' rate applies to the following counties, with the exception of those

areas located within the urban growth boundary of a metropolitan service district: Benton, Clackamas, Clatsop, Columbia, Deschutes, Hood River, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Multnomah, Polk, Tillamook, Wasco, Washington, and The rate for "Portland Metro" includes areas located within the urban growth boundary of a metropolitan service district. The rate for "Nonurban Counties" applies to the following counties: Baker, Coos, Crook, Curry, Douglas, Gilliam, Grant, Harney, Jefferson, Klamath, Lake, Malheur,

Morrow, Sherman, Umatilla, Union, Wallowa, and Wheeler Employers are required to pay their employees at least the minimum wage rate in effect for the region where the employer is located. Employees who perform more than 50% of their work in a pay period at the employer's permanent fixed business location in Oregon must be paid at least the minimum wage rate for the region in which the employer's business is located. Employees who make deliveries as a part of their job and who start and end their workday at the employer's permanent fixed

business location must be paid at least the minimum wage rate for the region in which the employer's business is located. Employees who do not perform more than 50% of their work in a pay period at the employer's permanent fixed business location in Oregon must be paid at least the minimum wage rate for the region in which the employee performs work.

Overtime: Unless exempt, employees must be paid time and one-half the regular rate of pay for any time worked over 40 hours a week or, for domestic workers residing in the home of the employer, over 44 hours a week. Tips: Employers may not use tips as credit toward minimum wages owed to an

employee's benefit and are authorized in writing; or for an item in which the employer is not the ultimate recipient and the employee has voluntarily signed an authorization An itemized statement of deductions made from wages must be provided with each Time records must be kept by employers for at least two years. Payroll records nust be kept by employers for at least three years.

Deductions: Employers may make deductions from wages that are required by

law, authorized by a collective bargaining agreement, are for the fair market value

of meals and lodging provided for the private benefit of the employee; are for the

as they are paid. When that happens, the employer must pay the employee for the

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Regular paydays must be established and maintained. A pay period may not exceed Meal periods of not less than 30 minutes must be provided to non-exempt employee who work six or more hours in one work period. Ordinarily, employees are required to be relieved of all duties during the meal period. Under exceptional circumstances, however, the law allows an employee to perform duties during a meal period so long

Paid rest periods of at least 10 minutes for adults (15 minutes for minors) must be provided during each four-hour work period or major part of four hours worked. (There are narrow exceptions for adult employees working alone in retail/service vestablishments.) Certain employers are required to provide additional rest periods to employees to express milk for a child. With the exception of certain tipped food and beverage service workers, meal and rest periods may not be waived or used to adjust working hours; however, meal and rest period provisions may be modified by the terms of a collective bargaining agreement. Final paychecks: When an employee is discharged by an employer or the employee and employer mutually agree to the termination, the final paycheck is due no later

than the end of the first business day after the discharge. If an employee guits with 4 hours or more notice, wages are due on the last working day (excluding Saturdays. Sundays and holidays). If an employee quits without at least 48 hours notice, wages are due in five days (excluding Saturdays, Sundays and holidays) or on the next payday, whichever occurs first. (There are some exceptions. Contact the nearest Bureau of Labor and Industries office for information.) Domestic Service Employment: Special rules apply to persons employed as domestic workers. Contact the Bureau of Labor and Industries for more information.

Employees may be eligible for the Earned Income Tax Credit (EITC or EIC), a benefit for working people with low to moderate income, particularly those with children, EITC reduces the amount of tax owed and may provide a refund. Visit these websites for additional information about how to qualify

https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit

https://www.oregon.gov/DOR/programs/individuals/Pages/credits.aspx

For Additional Information Contact the Bureau of Labor and Industries: Online: www.oregon.gov/boli Email: whdscreener@boli.state.or.us Eugene: 541-686-7623

Salem: 503-378-3292 Technical Assistance for Employers Program: 971-673-0824

This is a summary of Oregon's laws relating to minimum wage and working conditions. It is not a complete text of the law.

PENALTIES: Willful failure to pay wages due to an employee upon termination may be penalized by continuation of the employee's wages up to a maximum of 30 days. THIS INFORMATION MUST BE POSTED IN A CONSPICUOUS LOCATION

State OSHA

You have a right to a safe and healthful workplace, IT'S THE LAW You have the right to notify your employer or Oregon OSHA about workplace hazards. You may ask Oregon OSHA to keep your name confidential. You have the right to request an Oregon OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may • You can file a complaint with the Oregon Bureau of Labor and Industries within 90 days, or with federal OSHA within 30 days, of discrimination by your employer for making safety and health complaints or for exercising your rights under the Oregon Safe Employment Act. · Anyone who wants to register a complaint about the administration of the Oregon Safe Employment Act can do so by contacting

U.S. Department of Labor, OSHA Region X,

1111 Third Avenue, Suite 715, Seattle, Washington 98101-3212, (206) 553-5930 You have a right to see Oregon OSHA citations issued to your employer. Your employer must post the citations at the workplace

· Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions. You have the right to know about hazardous substances used in your workplace

The Oregon Occupational Safety and Health Division (Oregon OSHA) of the Department of Consumer and Business Services has the primary responsibility for administering the Act Oregon OSHA issues occupational safety and health standards, and its trained safety and health compliance officers conduct job-site inspections to ensure compliance with the Oregon OSHA has a staff of trained safety and health professionals available to work with businesses in all industries to improve workplace safety and health. Consultations and training opportunities are available at no charge to Oregon businesses by calling any of the phone numbers listed below.

The Oregon Safe Employment Act of 1973 provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the state.

FOR MORE INFORMATION, copies of the Oregon Safe Employment Act, specific safety and health standards, advice or assistance, call:	
Salem Central Office (503) 378-3272 Field Offices:	Medford(541) 776-6030 Pendleton(541) 276-9175
Bend (541) 388-6066	Portland(503) 229-5910
Eugene (541) 686-7562	Salem (503) 378-3274
	1 (800) 922-2689 www.oros

for service-connected illnesses or injuries.

http://www.dol.gov/elaws/userra.htm.

for violations of USERRA.

VETS at 1-866-4-USA-DOL or visit its website at

Display this poster where all your workers can see it! Oregon Administrative Rule 437-001-0275(2)(a).

right to be reinstated in your employer's health plan when you are reemployed, generally

without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except

• The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is

• For assistance in filing a complaint, or for any other information on USERRA, contact

http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at

If you file a complaint with VETS and VETS is unable to resolve it, you may request

that your case be referred to the Department of Justice or the Office of Special Counsel

• You may also bypass the VETS process and bring a civil action against an employer

In addition, an employer may not retaliate against anyone assisting in the enforcement

of USERRA rights, including testifying or making a statement in connection with a

proceeding under USERRA, even if that person has no service connection.

authorized to investigate and resolve complaints of USERRA violations.

Updated 1/17

USERRA • FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS • YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and

ENFORCEMENT

applicants to the uniformed services REEMPI OYMENT RIGHTS HEALTH INSURANCE PROTECTION You have the right to be reemployed in your civilian job if you leave that job to perform • If you leave your job to perform military service, you have the right to elect to continue service in the uniformed service and: your existing employer-based health plan coverage for you and your dependents for up you ensure that your employer receives advance written or verbal notice of your • Even if you don't elect to continue coverage during your military service, you have the

other than honorable conditions If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some

you have five years or less of cumulative service in the uniformed services while with

• you return to work or apply for reemployment in a timely manner after conclusion of

• you have not been separated from service with a disqualifying discharge or under

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

• are a past or present member of the uniformed service; have applied for membership in the uniformed service; or · are obligated to serve in the uniformed service; then an employer may not deny you

 initial employment; reemployment; retention in employment

any benefit of employment because of this status.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address:





http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this





that particular employer

service: and

• promotion: or

Updated 8/16

Family Medical Leave Act EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION LEAVE ENTITLEMENTS: Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period

 The birth of a child or placement of a child for adoption or foster care; To bond with a child (leave must be taken within 1 year of the child's birth or placement); To care for the employee's spouse, child, or parent who has a qualifying serious health condition; • For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job; For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness. An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies. BENEFITS & PROTECTIONS: While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA. ELIGIBILITY REQUIREMENTS: An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must: • Have worked for the employer for at least 12 months; Have at least 1,250 hours of service in the 12 months before taking leave;* and Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite. *Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE: Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomp<mark>lete, it mu</mark>st provide a written EMPLOYER RESPONSIBILITIES: Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must

employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave. ENFORCEMENT: Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or

notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the

For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd U.S. Department of Labor • Wage and Hour Division

Polygraph Protection

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating agains

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons. The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. I-866-487-9243 • TTY: 1-877-889-5627 www.dol.gov/whd WAGE AND HOUR DIVISION

an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

UNITED STATES DEPARTMENT OF LABOR

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Your tax credits?

When may an employee take leave?

Since you last filed Form W-4 with your employer did you..



gov/individuals on the IRS website.



Marry or divorce? Gain or lose a dependent? Change your name?

Were there major changes to .. Your nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)? Your itemized deductions?

IRS Withholding

Employer: Please poster or publish this Bulletin Board Poster so that your employees wil see it. Please indicate where they can get forms and information on this subject.

To any of these or you owed extra tax when you filed your last return, you may need to

829-3676. Now is the time to check your withholding. For more details, get Publication

file a new Form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-

919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.

Domestic Violence Protection Law DOMESTIC VIOLENCE, HARASSMENT, SEXUAL ASSAULT OR STALKING PROTECTIONS

TO PROVIDE REASONABLE SAFETY ACCOMMODATIONS FOR VICTIMS OF DOMESTIC VIOLENCE, HARASSMENT, SEXUAL ASSAULT, OR STALKING (DVHSAS). What qualifies as a Reasonable Safety Accommodation?

ALL EMPLOYERS WITH 6 OR MORE EMPLOYEES IN OREGON ARE REQUIRED TO PROVIDE REASONABLE LEAVE AND ALL EMPLOYERS IN OREGON ARE REQUIRED

"Reasonable safety accommodation" may include, but is not limited to, a transfer, reassignment, modified schedule, unpaid leave from employment, changed work telephone number, changed work station, installed lock, implemented safety procedure or any other adjustment to a job structure, workplace facility or work requirement in response to actual o hreatened domestic violence, harassment, sexual assault or stalking. Who is eligible for Reasonable Safety Accommodation protections under this law? Any employee who is a victim of DVHSAS, or is the parent or guardian of a minor child or dependent who is a victim of DVHSAS, regardless of how long or how many hours he or she has worked for the employer.

Employees may take leave for the following purposes: To seek legal or law enforcement assistance to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to DVHSAS.

• To seek medical treatment for or to recover from injuries caused by DVHSAS to the eligible employee or the employee's minor child or dependent. To obtain or to assist a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of DVHSAS To obtain services from a victim services provider for the eligible employee or the employee's minor child or dependent.

• To relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee's minor child or dependent. A covered employer may require that an eligible employee give reasonable advance notice of the employee's intention to take leave, unless giving the advance notice is not practicable. The covered employer may also require the eligible employee to provide certification that the employee or the employee's minor child or dependent is a DVHSAS victim. Confidentiality: Any documents or evidence provided as certification of the victim's status, or information obtained by the employer regarding the need for accommodation or leave,

Paid or Unpaid Leave? A covered employer is not required to grant leave with pay to an eligible employee. However, an eligible employee may use any vacation, sick or other paid leave that is available during the period of leave. Subject to the terms of any agreement between the eligible employee and the covered employer or the terms of a collective bargaining agreement or an employer policy, the covered employer may determine the order in which paid accrued leave is to be used when more than one type of paid accrued leave is available to the employer A covered employer must allow an eligible employee to take reasonable leave and may only limit the amount of leave if the employee's leave creates an "undue hardship" on the employer. Undue hardship means a significant difficulty and expense to the organization and includes consideration of the size of the organization and the employer's critical need for

> For additional information, please call the nearest office of the Bureau of Labor and Industries: • Employer Assistance: 971-673-0824 • Eugene.....541-686-7623 • Salem......503-378-3292 Portland....971-673-0761

Website: www.oregon.gov/boli

nust be kept confidential and may not be released without the express permission of the employee.

Bureau of Labor and Industries Civil Rights Division 800 NE Oregon St Ste. 1045 Portland, OR 97232

MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

Or Write:

any manner against an individual because he or she is a victom of DVHSAS. THIS INFORMATION MUST BE POSTED IN A CONSPICUOUS LOCATION

It is an unlawful employment practice for

a covered employer to refuse to make a

easonable accommodation, discharge, refuse

to hire, suspend, retaliate, or discriminate in

Workers' Compensation

equipment, or clothing.

WHAT EMPLOYERS WILL PAY FOR WORKERS' COMPENSATIO N IN 2010:

hour worked by each paid employee subject to workers' compensation coverage,

from the past three years. Please share this notice with your payroll and risk

The Department of Consumer and Business Services has determined that the average

pure premium rate Oregon employers will pay for workers' compensation insurance

in 2010 will decrease by 1.3 percent from the average 2009 level. The pure premium

claims, before insurer administrative expenses and profit are added. This is the fourth

in the rate. Prior to that, there were 12 consecutive annual decreases from 1991 to

percent and represents an estimated \$17.4 billion in workers' compensation premium

savings to employers. The 2010 rate decrease of 1.3 percent represents an average

may be higher or lower, depending on group and individual claim records. Employers

pay their premiums directly to their insurers. Premiums do not fund state programs or

For calendar year 2010, the Department of Consumer and Business Services has set

three years. This applies to each full or partial hour worked by each paid individual that

an employer is required or chooses to provide with workers' compensation insurance

coverage. This fund pays for programs that provide direct benefits to injured workers

and their beneficiaries. The fund also provides money to help employers help injured

required by law are still subject to the assessment. The rate of 2.8 cents per hour is

hour) of this assessment, and deduct no more than half from workers' wages. Each

quarter, employers use Forms OQ and OTC (or approved electronic equivalents) to

report and pay the full assessment amount to the state through Oregon's Combined

Benefit Fund Assessment, go to www.oregon.gov/DCBS/FABS/wbf.shtml. You also

can call the Workers' Compensation Assessments Hotline at 503-378-2372 or e-mail

Effective Jan. 1, 2010, the assessment used to fund workers' compensation related

programs and workplace safety and health programs that serve Oregon employers and workers will be set at an amount equal to 4.6 percent of the premiums charged

for workers' compensation coverage. The 2010 premium assessment rate of 4.6

also unchanged from the past three years. Workers' compensation insurers, self-

percent is unchanged from the rate effective during the past three years. Self-insured

insured employers, and self-insured employer groups pay this assessment to the state.

Insurers can pass on the cost of the assessment to the employers they cover, but must

employers and self-insured employer groups will pay a rate of 4.8 percent, which is

Payroll Tax Reporting System. For comprehensive information about the Workers'

2010 Workers' Compensation Premium Assessment Rate

identify that cost as a separate line item on billing statements

workers return to work. Employers who fail to provide workers' compensation coverage

the employer's and worker's rate combined. Employers pay at least half (1.4 cents per

the Workers' Benefit Fund assessment rate at 2.8 cents, unchanged from the past

across all types of businesses. Rates for specific businesses and industry groups

2010 Workers' Benefit Fund Assessment ("Cents-Per-Hour") Rate

2002. The cumulative decrease in pure premiums since 1990 totals more than 60

consecutive year the rate has decreased, following four years in a row with no change

rate is the base premium reflecting the actual cost of workplace injury and illness

2010 Workers' Compensation Insurance Average Premium Rate

unchanged from the past three years

vbfassess.fabs@state.or.us

call the Oregon Department of Consumer and Business Services, 800-452-0288, or visit www.dcbs.oregon.gov and click on "Workers' Compensation Rates." Workers' compensation insurance premiums: The average pure premium rate will Workers' Compensation Services for Employers decline by 1.3 percent from the average 2009 level. Pure premiums are the base rates, The Department of Consumer and Business Services provides many services to • Workers' Benefit Fund ("cents-per-hour") assessment: 2.8 cents per hour or partial Oregon employers to help them lower workers' compensation costs, understand workers' compensation law, and improve workplace safety and health. The following is a sampling of those services. Premium assessment: 4.6 percent for 2010, based on premiums paid, unchanged Return-to-work programs

Both employers and injured workers benefit when a worker returns to gainful employment as quickly as possible after an on-the-job injury. The Employer-at-Injury Program (EAIP) and the Preferred Worker Program (PWP), which are funded by worker and employer payroll assessments, help employers and workers in that effort. • EAIP encourages early return to work by helping employers use transitional work assignments for injured workers who are recovering from an injury. The insurer responsible for the worker's claim administers the program and requests reimbursement for program costs from the Workers' Compensation Division. Program reimbursements include wage subsidy; worksite modification; and certain types of

an Oregon on-the-job injury and are unable to return to regular work because of that injury. PWP provides financial incentives for employers that hire, or rehire, a preferred worker, including premium exemption, claim cost reimbursement, wage subsidy, worksite creation and modification, and employment purchases. For more information on the return-to-work programs, visit www.oregonrtw.info, e-mail OregonEAIP@state or.us or OregonPWP@state.or.us. or call 503-947-7813 or 800-445-3948 (toll-free) • The Workers' Compensation Division provides training, conferences, workshops, and speakers to help you understand workers' compensation issues. Training can be tailored to any audience, and some sessions offer continuing-education credit. Call • Oregon OSHA provides workshops on basic safety and health programs, safety committees, and accident investigation as well as technical training on specific topics such as ergonomics and excavations. For more information, call 503-947-7443 or 888 292-5247. Visit www.orosha.org for a schedule of classes.

purchases necessary for transitional work, such as tuition, books and fees, tools and

The Preferred Worker Program covers workers who have a permanent disability fror

Oregon OSHA offers no-cost, on-site safety and health assistance to help Oregon employers recognize and correct workplace safety and health problems. Call 503-378-3272 or 800-922-2689 or e-mail consult.web@state.or.us. Safety and health recognition Oregon OSHA recognizes employers for making a commitment to workplace safety and health through SHARP (Safety and Health Achievement Recognition Program) and VPP (Voluntary Protection Program). Call 503-947-7437 or 800-922-2689 or e-mai

Small Business Ombudsman The Small Business Ombudsman for workers' compensation serves as an advocate for employers. Employers looking for workers' compensation insurance coverage and needing assistance in claim processing or claim management may contact the office,

state.or.us, or visit www.wcd.oregon.gov Oregon OSHA: call 503-378-3272 or 800-922-2689, e-mail tech.web@state.or.us, or visit www.orosha.org.

Oregon Workers' Compensation required posting notice • NOTICE OF COMPLIANCE

If you have questions about workers' compensation insurance, call the Workers' Compensation Division at 800-452-0288. To order additional posters, Spanish language posters, or to get Notice of Compliance information in other languages, call 503-947-7814 or go online to WorkCompPoster. To look up employer coverage information, go online to <u>WorkCompCoverage.wcd.oregon.gov</u>. INJURED ON THE JOB?

Notify your employer right away and ask for a Form 801 "Report of Job Injury or Illness." You have the right to file a claim if you are injured on the job.

Get medical treatment from a doctor or other health care professional of your choice. Your employer cannot choose your health care provider. Some providers have limits on the services they offer, so ask your provider about these limits. Give your employer's name and insurance information listed below to your health care provider.

State Family Medical Leave

• Parental Leave during the year following the birth of a child or adoption or foster placement of a child under 18, or a child 18 or older if incapable of self-care because of a mental or physical disability. Parental leave includes leave to effectuate the legal process required for foster placement or adoption. • Serious health condition leave for the employee's own serious health condition, or to care for a spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, step parent, parent in law, parent of same-gender domestic partner, grandparent, grandchild, a person whom the employee is or was a relationship of in loco parentis, biological, adopted, foster or step child of an employee or the child of an employee's same-gender domestic partner. • Pregnancy disability leave (a form of serious health condition leave) taken by a female employee for an incapacity related to pregnancy or childbirth, occurring before or

Bereavement leave to deal with the death of a family member. • Oregon Military Family Leave is taken by the spouse or same gender domestic partner of a service member who has been called to active duty or notified of an impending call to active duty or is on leave from active duty during a period of military conflict. To be eligible for leave, workers must be employed for the 180 day calendar period immediately preceding the leave and have worked at least an average of 25 hours per week

Exception 1: For parental leave, workers are eligible after being employed for 180 calendar days, without regard to the number of hours worked. Exception 2: For Oregon Military Family Leave, workers are eligible if they have worked at least an average of 20 hours per week, without regard to the duration of Exception 3: For compensable Workers Compensation injuries, for certain Workers Compensation injuries involving denied and then accepted claims and for certain accepted

How Much Leave Can an Employee Take? Employees are generally entitled to a maximum of 12 weeks of family leave within the employer's 12-month leave year. • A woman using pregnancy disability leave is entitled to 12 additional weeks of leave in the same leave year for any qualifying OFLA purpose. • A man or woman using a full 12 weeks of parental leave is entitled to take up to 12 additional weeks for the purpose of sick child leave.

Although Family Leave is unpaid, employees are entitled to use any accrued paid vacation, sick or other paid leave.

• A spouse or same gender domestic partner of a service member is entitled to a total of 14 days of leave per deployment after the military spouse has been notified of an impending call or order to active duty and before deployment and when the military spouse is on leave from deployment. Employees may be required to give 30 days notice in advance of leave, unless the leave is taken for an emergency. Employers may require that notice is given in writing. In an emergency, employees must give verbal notice within 24 hours of starting a leave.

Employers must return employees to their former jobs or to equivalent jobs if the former position no longer exists. However, employees on OFLA leave are still subject to nondiscriminatory employment actions such as layoff or discipline that would have been taken without regard to the employee's leave.

For Additional Information Employees who have been denied Employer Assistance . . . 971-673-0824 available leave, disciplined or retaliated **BOLI** Portland 971-673-0761 against for requesting or taking leave, or **Civil Rights Division** have been denied reinstatement to the 800 NE Oregon, #1045 same or equivalent position when they Portland, OR 97232 returned from leave, may file a complaint www.oregon.gov/BOLI with BOLI's Civil Rights Division.

Sick Time Law

REQUIREMENTS OF OREGON'S SICK TIME LAW Effective January 1, 2016, employers that employ employees in the state of Oregon

Is Family Leave paid or unpaid? Benefits?

are required to implement sick time policies and provide sick time to employees. Employers are also required to provide employees with a notice of the law's provisions. This notice is intended to summarize the major provisions of the law, but should not be relied upon as a full and complete summary of the law. The full text of the law and administrative rules adopted by the bureau are available at www.oregon. How much sick time does the law require? Employees begin accruing sick time on the first day of employment and earn one (1) hour of sick time for every 30 hours worked or 1 1/3 hours for every 40 hours worked. Employees may use accrued sick

time on the 91st calendar day of employment and may use sick time as it is accrued. Employers may choose to simply give employees ("front load") 40 hours of sick time at the beginning of the year rather than track the number of sick time hours accrued. Employers may also select the 12-month period to be used as the designated "year", e.g., calendar vear, fiscal vear, employee anniversary date, etc. Employees may carry over up to 40 hours of unused sick time from one year to the next; however, employers may adopt policies that limit employees to accruing no more than 80 hours of sick time or using no more than 40 hours of sick time in a year. Paid time off (PTO) policies that include time off for other purposes (such as vacation and other personal time off) comply with the sick time law as long as the policy is substantially equivalent to or more generous than the requirements of the law. "Substantially equivalent" means that employees are allowed to use at least the same number of hours for the same purposes under the same or more generous rules as outlined in this notice.

pose an undue hardship to the employer, in which case the employer may require sick time to be taken in minimum increments of four hours if the employer allows employees to use at least 56 hours of paid leave per year for absences covered by When must sick time be paid? Employers with 10 or more employees in the state (6 or more if the employer maintains a location in Portland) must pay employees for sick time taken at the employee's regular rate of pay. All other employers must provide unpaid sick time.

The number of all employees employed by the employer in Oregon must be counted

Employees must use accrued sick time in hourly increments unless to do so would

including full-time, part-time and temporary employees Notices and Verification: In addition to providing a notice to employees of the requirements of the law, employers are required to provide quarterly notifications to employees of the amounts of accrued and unused sick time Employers may require employees to provide notices, verifications and certifications for using sick time under certain circumstances. For example, if the need for sick time is foreseeable, employers may require employees to provide up to 10 days' notice of the need to use sick time. Refer to the law and rules for more information.

For what purposes may sick time be used? Employees are entitled to use sick time for the following purposes: • For an employee's or family member's mental or physical illness, injury or health condition or need for medical diagnosis of these conditions or need for preventive To care for an infant or newly adopted child under 18 or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability • To care for a family member with a serious health condition. • To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee's • To care for a child of the employee who is suffering from a non-serious illness, injury

or condition • To deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member, or grieving the death of a family member. • To seek medical treatment, legal or law enforcement assistance, remedies to ensure health and safety, or to obtain other services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child • To donate sick time to another employee for qualifying purposes if the employer has a policy allowing such donations.

determination by a public health authority or health care provider that the presence of the employee or a family member presents a health risk to others. Provision of this notice to employees complies with the requirement in the sick time law for employers to provide written notice of the requirements of the law

to employees. For more information, visit our website at www.oregon.gov/boli, or contact us at 971-673-0761 or mailb@boli.state.or.us.

Brad Avakian, Commissione

Notice: Agricultural Employees

OREGON EQUAL PAY LAW

UNLAWFUL PRACTICES Effective January 1, 2019, it is an unlawful employment practice under ORS chapter 659A (Unlawful Discrimination laws) for an employer to: Discriminate in any manner between employees on the basis of an employee's status as a member of a protected class in the payment of wages or other compensation for work of comparable character. Pay wages or other compensation to any employee at a rate greater than that at which the employer pays wages or other compensation to employees of a protected class for work of a comparable character; Screen job applicants based on current or past compensation; Determine compensation for a position based on current or past compensation of

prospective employee (not including a current employee of the employer during a ransfer, move or hire of the employee to a new position with the same employer); Seek the pay history of an applicant or employee from the applicant or employee or a current or former employer of the applicant or employee before the employer makes an offer of employment to the prospective employee that includes an amount ADDITIONAL PROVISIONS lso effective January 1, 2019

• Employers may not reduce the compensation of any employee in order to comply

Civil Rights Division of BOLI or a civil action within one year after the occurrence of • An unlawful compensation practice is deemed to have occurred each time compensation is paid pursuant to a discriminatory compensation decision or other • Notice of claim against public bodies (tort claim notices) must be given within 300 days of discovery of the alleged loss or injury. OTHER PROVISIONS See BOLI website for additional information regarding: • Permitted circumstances for paying employees performing work of a comparable character at different compensation levels;

• Provisions for employer equal pay analyses as a defense in the award of compensatory and punitive damages For additional information, contact the Bureau of Labor and Industries: Portland: 971-673-0761 Eugene: 541-686-7623 Salem: 503-378-3292 TTY: 711 Technical Assistance for Employers Program: 971-673-0824

This is a summary of the provisions of the Oregon Equal Pay Law. It is not a complete text of the law. THIS INFORMATION MUST BE POSTED IN A CONSPICUOUS LOCATION

BUREAU OF LABOR AND INDUSTRIES

Effective July 1, 2018 to June 30, 2019 Standard: \$10.75 per hour Portland Metro: \$12.00 per hour

Morrow, Sherman, Umatilla, Union, Wallowa, and Wheeler

Employees of agricultural employers must be paid at least the minimum wage for the region in which the employer is located: he "Standard' rate applies to the following counties, with the exception of those

Benton, Clackamas, Clatsop, Columbia, Deschutes, Hood River, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Multnomah, Polk, Tillamook, Wasco, Washington, and The rate for "Portland Metro" includes areas located within the urban growth boundary of a metropolitan service district. The rate for "Nonurban Counties" applies to the following counties: Baker, Coos,

Employees who do not perform more than 50% of their work in a pay period at the employer's permanent fixed business location in Oregon must be paid at least the minimum wage rate for the region in which the employee performs work. Agricultural employers are not required to pay minimum wage to the following: Members of the employer's immediate family

worked for an employer who, during any quarter of the previous calendar year, did not *Piece-rate-work-day means any day when an employee (except immediate family of the employer) performs any agricultural labor on a piece-rate basis for at least one

Meal periods of not less than 30 minutes must be provided to employees who work six or more hours in one work period. Under certain exceptional circumstances an

adult employee may receive less than 30 continuous minutes, relieved of all duties,

opinion of the employer about religious or political matters; as a means of requiring an employee to attend such a meeting or communication; or because the employee makes a good faith report, orally or in writing, of a violation or a suspected violation of this law.

any adverse employment action against an employee: • who declines to attend or participate in an employer-sponsored meeting or communication if the primary purpose of the meeting or communication is to communicate the

Adverse Employment

Your employer must give you the Form 801 "Report of Job Injury or Illness." Then, your employer must give notice of your claim to the insurer.

n-the-job injuries. This employer provides workers' compensation insurance for on-the-job injuries.	

nembers in cases of death, illness, injury, childbirth, adoption and foster placement. ORS 659A.150 to 659A.186 When Can an Employee Take Family Leave? Employees can take family leave for the following reasons:

Sick child leave taken to care for an employee's child with an illness or injury that requires home care but is not a serious health condition.

Exception 4: When an employee is caring for a family member with a serious health condition and the same family member dies, the employee need not requalify with the 25 hour per week average to be eligible for bereavement leave.

• Employees are entitled to 2 weeks of bereavement leave to be taken within 60 days of the notice of the death of a covered family member.

Employees are entitled to group health insurance benefits during family leave as if they continued working.

THIS INFORMATION MUST BE POSTED IN A CONSPICUOUS LOCATION

Discrimination/Retaliation Prohibited: It is unlawful for an employer to deny, interfere with, restrain or fail to pay for sick time to which an employee is entitled; or retaliate or in any way discriminate against an employee because the employee has

through a hiring hall and whose benefits are provided by a joint multi-employeremployee trust or benefit plan.

Effective October 6, 2017, employers are prohibited from seeking the pay history of employment applicants and employees before the employer makes an offer of mployment to the prospective employee that includes an amount of compensation

Nonurban Counties: \$10.50 per hour Your Rights Under Oregon's Minimum Wage Law and Child Labor Law SPECIAL EXEMPTIONS APPLY TO AGRICULTURAL WORKERS

areas located within the urban growth boundary of a metropolitan service district: Crook, Curry, Douglas, Gilliam, Grant, Harney, Jefferson, Klamath, Lake, Malheur,

 Local hand harvest or pruning workers who are paid on a piece rate basis and who worked fewer than 13 weeks in agriculture during the preceding calendar year. Workers 16 years of age or under who are paid the same piece rate as workers • Workers mainly engaged in the range production of livestock. Hand harvest and pruning workers who are paid on a piece rate basis and who use more than 500 piece-rate work days* of agricultural labor.

Employees of agricultural employers are exempt from overtime.

This is a summary of Oregon minimum wage and child labor laws which satisfies

The law does not prohibit an employer from requiring attendance at meetings that are not primarily about religious or political matters. The law also does not prohibit an employer from offering meetings, forums or other communications about religious or political matters for which attendance or participation is strictly voluntary An aggrieved employee may bring a civil action no later than 90 days after the date of the alleged violation in the circuit court of the judicial district where the violation is alleged

to have occurred or where the principal office of the employer is located.

• For certain public health emergencies including closure by a public official of the employee's place of business, school or place of care of the employee's child, or a

however, the employer must pay for the entire 30 minutes. Paid rest periods of at least 10 minutes for adults (15 minutes for minors) must be provided during each four hour work period or major part of four hours worked. Certain employers are required to provide additional rest periods to employees to express milk for a child.

Minors under 18 years of age may work in non-hazardous farm jobs outside of school hours. Minors 14 to 18 years of age who operate power driven farm machinery or ride in or on machinery must obtain a certificate of training and the employer must obtain an employment certificate. Employers must obtain a permit to employ minors under

against employees or discharging employees who file complaints or take part in the Bureau's investigation When state and federal laws differ, the law providing more protection to employees or setting the higher standard applies

(971) 673-0761 TTY: 711 Salem (503) 378-3292 **Eugene** (541) 686-7623

consult.web@state.or.us.

More information Workers' Compensation Division: call 800-452-0288, e-mail workcomp.questions@

For more information about workers' compensation costs: contact your insurer, **Workers' Compensation Compliance**

Post this notice in each business location in a place where your employees can see it. It is illegal to post this notice when workers' compensation insurance is not in effect Give the insurance and employer information listed at the bottom of the notice to injured workers for their health care provider's billing needs.

Notify your insurer of a worker's injury within five (5) days of your know-ledge of a claim or accident that may result in a compensable injury.

Your health care provider may approve time off work. The insurer will tell you if you are eligible for benefits. Your employer may have light-duty work you can do while you It is important to stay in contact with your employer and your insurer. If you have questions, you may contact the Ombudsman for Injured Workers at 800-927-1271 or the Workers' Compensation Division at 800-452-0288. You can find the most current information about your employer's workers' compensation insurance at <u>WorkCompCoverage.wcd.oregon.gov</u>. This employer provides workers' compensation

The Oregon Family Leave Act (OFLA) requires employers of 25 or more employees to provide eligible workers with protected leave to care for themselves or family

after the birth of the child, or for prenatal care.

inquired about the provisions of the law, submitted a request for or taken sick time. Complaints may be filed with the Bureau of Labor and Industries. Collective Bargaining Agreement Exception: The sick time law does not apply to certain employees who are covered by a collective bargaining agreement, employed

Oregon Equal Pay Law Amounts owed to an employee because of a failure of an employer to comply with

the requirements of the Equal Pay Law are considered "unpaid wages" under the law; • Employees who assert violations of the Equal Pay Law may file complaints with the

Agricultural Workers & Child Labor

Meal and rest periods may not be waived or used to adjust working hours; however, meal and rest period provisions may be modified by the terms of a collective bargaining agreement. Agricultural employees who are exempt from minimum wage (see above) are also exempt from rest and meal periods.

benefit for working people with low to moderate income, particularly those with children. EITC reduces the amount of tax owed and may provide a refund. Visit these websites for additional information about how to qualify Federal: https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit; **Oregon:** https://www.oregon.gov/DOR/programs/individuals/Pages/credits.aspx

Bureau of Labor and Industries Wage and Hour Division 800 NE Oregon Street #1045

THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY SEE IT

The Bureau of Labor and Industries may take legal action to recover unpaid wages, penalties and costs. Employers may be assessed civil penalties of up to \$1,000 per violation for violation of these laws. The employer is prohibited from discriminating

Employees may be eligible for the Earned Income Tax Credit (EITC or EIC), a

NOTICE TO EMPLOYERS AND EMPLOYEES • OREGON LAWS 2009, CHAPTER 658 (SENATE BILL 519)

Online: www.oregon.gov/boli

Under Oregon law effective January 1, 2010, an employer may not discharge, discipline or otherwise penalize or threaten to discharge, discipline or otherwise penalize or take