

Occupational Safety and Health IT'S THE LAW!

All workers have the right to:

A safe workplace.

retaliated against.

- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being
- Receive information and training on job hazards, including all hazardous

substances in your workplace.

- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. 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.

This poster is available free from OSHA.

Contact OSHA. We can help.

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.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation



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

Employers subject to the state minimum wage law are obligated to pay the higher rate Federal Minimum Wage

\$7.25 PER HOUR BEGINNING JULY 24, 2009 The law requires employers to display this poster where employees can OVERTIME PAY t least 1½ times the regular rate of pay for all hours worked over 40 in a workweek. CHILD LABOR: 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 nonmanufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment. TIP CREDIT:

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

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

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

The 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 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 the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participat ADDITIONAL INFORMATION: Certain occupations and establishments are exempt from the minimum wage, and

 Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent 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 Department of Labor.

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

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

Equal Employment Opportunity

or overtime pay provisions.

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

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, ob training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

qualified individuals from discrimination on the basis of disability 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 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, promotion, discharge, pay, fringe benefits, job training, classification, referral, and

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect

SEX (WAGES) 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 payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working

GENETICS (GINA ACT) Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, 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 nembers; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members. RETALIATION

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED 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 lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: 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). EEOC field office information is available at www.eeoc.gov or in nost telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov

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

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

RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, Executive Order 11246, as amended, prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation

INDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified ndividuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employmen 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 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

DISABLED. RECENTLY SEPARATED. OTHER PROTECTED. AND ARMED FORCES SERVICE MEDAL VETERANS (PROTECTED VETERANS) e 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 wartime or campaign badge veterans, or Armed Forces service medal

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact 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

(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

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

Programs or Activities Receiving Federal Financial Assistance
RACE, COLOR, NATIONAL ORIGIN, SEX INDIVIDUALS WITH DISABILITIES 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 inancial 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 service under such programs. 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 assistance. 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 employmen 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 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 executive level.

Work Schedule Law

BUREAU OF LABOR AND INDUSTRIES OREGON **EMPLOYEE WORK SCHEDULES LAW** (Applicable in Retail, Hospitality and Food Services Establishments Effective July 1,

Employees of retail, hospitality or food services establishments that employ 500 or more employees worldwide who are primarily engaged in providing retail, hospitality or food services are covered. Emplovees whose primary duties do not relate to retail. hospitality or food service operations; salaried employees who are exempt from ninimum wage and workers supplied by worker leasing companies or businesses that provide services to or on behalf of an employer are not covered or counted toward the 500 employee threshold.

Covered employers are required to provide written good faith estimates of employee employee can expect to work in an average month and explain use of the "voluntary standby list" and whether an employee who is not on a standby list may expect to work on-call shifts, and if so, when an employee may be expected to work on-call shifts if not on the standby list.

GOOD FAITH ESTIMATES OF WORK SCHEDULES

ADVANCE NOTICE OF WORK SCHEDULES Covered employers are required to provide employees with written work schedules at least seven calendar days (14 calendar days effective July 1, 2020) before the first day of work that runs through the last day of the posted work schedule in effect at the time of delivery. Work schedules are required to be posted in a conspicuous and accessible location.

CHANGES IN WORK SCHEDULES If the employer requests changes to the written work schedule, the employer must provide timely notice of the change. Employees may decline any work shifts not included in the covered employer's written work schedule. If the employer changes a written schedule without advance notice of at least seven calendar days prior to the beginning of the workweek in which the change occurs (14 calendar days effective July 1, 2020), the employer is required to pay the employee an additional hour of pay in addition to regular wages earned when: the employer adds more than 30 ninutes to the work shift; changes the date or starting and stopping time with no loss of hours; or if the employer schedules the employee for an additional work shift or on-call shift. Employee's may request in writing to work additional shifts or on-call work shifts any time after the advance notice of written work schedule.

COMPENSATION FOR WORK SCHEDULE CHANGES Employers are required to provide compensation to employees for certain employer requested schedule changes that occur without required advance notice. (See BOLI website for more information.)

VOLUNTARY STANDBY LISTS Employers may maintain voluntary standby lists of employees willing to work additional hours due to unanticipated customer needs or unexpected absences if employees on the list request or agree in writing and the employer provides require written information to each employee. Such employees are not entitled to be compensated for these work schedule changes.

Unless the employee requests or consents to work such hours, employers may not schedule or require an employee to work during the first ten hours following the end of a previous calendar day's work or on-call shift or the first ten hours following the If an employee works during the rest periods specified above, the employer must compensate the employee for each hour or portion of an hour that the employee works at the rate of one and one-half times the employee's regular rate of pay. RIGHT TO INPUT INTO WORK SCHEDULE

Employees may identify limitations or changes in work schedule availability and request not to be scheduled for work shifts during certain times or at certain locations. Employers may not retaliate against employees for making such requests however, employers are under no obligation to grant employees' requests unless otherwise required to do so under other applicable laws For additional information, contact the Bureau of Labor and Industries: www.oregon.gov/boli • Email: whdscreener@boli.state.or.us

See BOLI website for additional information regarding notice and posting requirements, retaliation prohibitions and enforcement and penalty provisions This is a summary of the provisions of the Oregon Employee Work Schedules law. I is not a complete text of the law. THIS INFORMATION MUST BE POSTED IN A CONSPICUOUS LOCATION

Portland: 971-673-0761 Eugene: 541-686-7623 Salem: 503-378-3292 TTY: 711

Technical Assistance for Employers Program: 971-673-0824

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 and air intake vents. For information and complaints: 1-866-621-6107 or http://healthoregon.org/morefreshair

For information and complaints: 1-866-621-6107 or www.healthoregon.org/smokefree Want to quit smoking? 1-800-QUIT-NOW or 1-877-2NO-FUME (Español)

Payday Notice

REGULAR PAYDAYS FOR EMPLOYEES OF: _____ SHALL BE AS FOLLOWS: _____

Pro**Service** Hawaii

TO REORDER, CALL 1-888-488-7678 OR ORDER AT STATEANDFEDERALPOSTER.COM

HR that powers your business

HOSPITAL

OSHA:

ALTERNATE

Emergency Notice

HAZARDOUS MATERIAL:

State Minimum Wage

BUREAU OF LABOR AND INDUSTRIES OREGON MINIMUM WAGE RATES must be kept by employers for at least three years. Val Hovle, Commissioner

Effective July 1, 2019 to June 30, 2020 All employers must comply with state laws regulating payment of minimum wage, overtime and general working conditions. 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: \$11.25 per hour

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

Portland Metro: \$12.50 per hour

Nonurban Counties: \$11.00 per hour

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.

General Working Conditions 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

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 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

Tips: Employers may not use tips as credit toward minimum wages owed to an

Time records must be kept by employers for at least two years. Payroll records

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

(There are narrow exceptions for adult employees working alone in retail/service establishments.) 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

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.

than the end of the first business day after the discharge. If an employee quits with 48 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

Federal: https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit **Oregon:** https://www.oregon.gov/DOR/programs/individuals/Pages/credits.aspx For Additional Information

Online: www.oregon.gov/boli • Email: whdscreener@boli.state.or.us Eugene 541-686-7623 Portland 971-673-0761 Salem 503-378-3292 Technical Assistance for Employers Program: 971-673-0824

Contact the Bureau of Labor and Industries

This is a summary of Oregon's laws relating to minimum wage and working conditions. It is not a complete text of the law. THIS INFORMATION MUST BE POSTED IN A CONSPICUOUS LOCATION 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.

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 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. 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.

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.orosh

Updated 1/17

Updated 7/17

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

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 you have five years or less of cumulative service in the uniformed services while with 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 that particular employer for service-connected illnesses or injuries.

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 cases, a comparable job.

· 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:

service: and

initial employment:

retention in employment

for the following reasons:

reemployment;

• promotion: or

other than honorable conditions.

• You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA. 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.

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 equirement by displaying the text of this notice where they customarily place notices for employees.



employer as soon as possible and, generally, follow the employer's usual procedures.







• 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

• 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 Counse

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

authorized to investigate and resolve complaints of USERRA violations.

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

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

as applicable, for representation

any benefit of employment because of this status.

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

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 notice indicating what additional information is required 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 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 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

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

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

EXAMINEE RIGHTS 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. he 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.

1-866-487-9243 • TTY: 1-877-889-5627 www.dol.gov/whd WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Marry or divorce?

ended a job)?

Your tax credits?

Change your name?

Gain or lose a dependent?

Your itemized deductions?

When may an employee take leave?

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

Your nonwage income (interest, dividend, capital gains, etc.)?

Your family wage income (you or your spouse started or







IRS Withholding

To any of these or you owed extra tax when you filed your last return, you may need to file a new Form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs. gov/individuals on the IRS website.

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.

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

Domestic Violence Protection Law DOMESTIC VIOLENCE, HARASSMENT, SEXUAL ASSAULT OR STALKING PROTECTIONS ALL EMPLOYERS WITH 6 OR MORE EMPLOYEES IN OREGON ARE REQUIRED TO PROVIDE REASONABLE LEAVE AND ALL EMPLOYERS IN OREGON ARE REQUIRED

TO PROVIDE REASONABLE SAFETY ACCOMMODATIONS FOR VICTIMS OF DOMESTIC VIOLENCE, HARASSMENT, SEXUAL ASSAULT, OR STALKING (DVHSAS).

What qualifies as a Reasonable Safety Accommodation? "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.

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

• 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

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

Industries: Employer Assistance: 971-673-0824 • Eugene.....541-686-7623 • Salem......503-378-3292 Portland....971-673-0761 Website: www.oregon.gov/boli

For additional information, please call the nearest office of the Bureau of Labor and

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

THIS INFORMATION MUST BE POSTED IN A CONSPICUOUS LOCATION

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.

Workers' Compensation

WHAT EMPLOYERS WILL PAY FOR WORKERS' COMPENSATIO N IN 2010: Workers' compensation insurance premiums: The average pure premium rate will decline by 1.3 percent from the average 2009 level. Pure premiums are the base rates, before insurer costs are added. Workers' Benefit Fund ("cents-per-hour") assessment: 2.8 cents per hour or partial hour worked by each paid employee subject to workers' compensation coverage, unchanged from the past three years. Premium assessment: 4.6 percent for 2010, based on premiums paid, unchanged from the past three years. Please share this notice with your payroll and risk management staff.
2010 Workers' Compensation Insurance Average Premium Rate

he 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 rate is the base premium reflecting the actual cost of workplace injury and illness claims, before insurer administrative expenses and profit are added. This is the fourth consecutive year the rate has decreased, following four years in a row with no change n the rate. Prior to that, there were 12 consecutive annual decreases from 1991 to 2002. The cumulative decrease in pure premiums since 1990 totals more than 60 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 across all types of businesses. Rates for specific businesses and industry groups 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 2010 Workers' Benefit Fund Assessment ("Cents-Per-Hour") Rate or calendar year 2010, the Department of Consumer and Business Services has set the Workers' Benefit Fund assessment rate at 2.8 cents, unchanged from the past 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 vorkers return to work. Employers who fail to provide workers' compensation coverage required by law are still subject to the assessment. The rate of 2.8 cents per hour is the employer's and worker's rate combined. Employers pay at least half (1.4 cents per 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 Payroll Tax Reporting System. For comprehensive information about the Workers' 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 vbfassess.fabs@state.or.us. 2010 Workers' Compensation Premium Assessment Rate 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 ercent is unchanged from the rate effective during the past three years. Self-insured employers and self-insured employer groups will pay a rate of 4.8 percent, which is also unchanged from the past three years. Workers' compensation insurers, selfnsured 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 dentify that cost as a separate line item on billing statements. For more information about workers' compensation costs: contact your insurer,

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 Services for Employers The Department of Consumer and Business Services provides many services to 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. 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

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 purchases necessary for transitional work, such as tuition, books and fees, tools and equipment, or clothing.
• The Preferred Worker Program covers workers who have a permanent disability fror 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 503-947-7515. 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 <u>www.orosha.org</u> for a schedule of classes. 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 consult.web@state.or.us.

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, 503-378-4209. More information

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

Workers' Compensation Compliance

Employer:

• 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.

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. 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

Get medical treatment from a doctor or other health care professional of your choice. Your employer cannot choose your health care 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. 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

most current information about your employer's workers' compensation insurance at WorkCompCoverage.wcd.oregon.gov. This employer provides workers' compensation nsurance for on-the-job injuries. This employer provides workers' compensation insurance for on-the-job injuries. Insured policy holder

disability, veteran status, sexual orientation, gender identity, gender expression or any other classification protected by law.

known limitations related to pregnancy, childbirth or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship. Among other possibilities, reasonable accommodations could include Acquisition or modification of equipment or devices; •More frequent or longer break periods or periodic rest; Assistance with manual labor; or •Modification of work schedules or job assignments.

•Take an adverse employment action, discriminate or retaliate because the applicant or employee has inquired about, requested or used a reasonable accommodation. •Require an applicant or an employee to accept an accommodation that is unnecessary. •Require an employee to take family leave or any other leave, if the employer can make reasonable accommodation instead.

> please contact any one of our supervisors or _____ in the human resources department.

FAMILY LEAVE ACT • NOTICE TO EMPLOYERS AND EMPLOYEES 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 members 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:

Parental Leave during the year following the birth of a child or adoption or foster

Employees and job applicants have a right to be free from unlawful discrimination and retaliation

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 • Pregnancy disability leave (a form of serious health condition leave) taken by a emale employee for an incapacity related to pregnancy or childbirth, occurring before r after the birth of the child, or for prenatal care. Sick child leave taken to care for an employee's child with an illness or injury that equires home care but is not a serious health condition. 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 mpending call to active duty or is on leave from active duty during a period of military

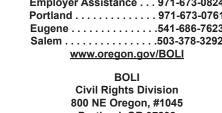
To be eligible for leave, workers must be employed for the 180 day calendar period immediately preceding the leave and have worked at least an average of 25 hours per week during the 180-day period. **Exception 1:** For parental leave, workers are eligible after being employed for 180 calendar days, 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 claims involving more than one employer. 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. 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.

REQUIREMENTS OF OREGON'S SICK TIME LAW

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. 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. • 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

Is Family Leave paid or unpaid? Benefits? • Although Family Leave is unpaid, employees are entitled to use any accrued paid vacation, sick or other paid leave. Employees are entitled to group health insurance benefits during family leave as if they continued working How is an Employee's job Protected? 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.



Employees who have been denied available leave, disciplined or retaliated against for requesting or taking leave, or have been denied reinstatement to the same or equivalent position when they returned from leave, may file a complaint with BOLI's Civil Rights Division. THIS INFORMATION MUST BE POSTED IN A CONSPICUOUS LOCATION

Employers are also required to provide employees with a notice of the law's rovisions. 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 <u>www.oregon.</u> 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 mployers 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., cálendar ýear, fiscal year, employee anniversary date, etc. oployees 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 s 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 byees must use accrued sick time in hourly increments unless to do so would ose 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 mployees 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

including full-time, part-time and temporary employees.

employees of the amounts of accrued and unused sick time.

certain employees who are covered by a collective bargaining agreement, employed

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 • To deal with the death of a family member by attending the funeral or alternative, 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. 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 determination by a public health authority or health care provider that the presence of

Employers may require employees to provide notices, verifications and certifications or using sick time under certain circumstances. For example, if the need for sick time to employees. For more information, visit our website at www.oregon.gov/boli is foreseeable, employers may require employees to provide up to 10 days' notice of or contact us at 971-673-0761 or mailb@boli.state.or.us.

OREGON EQUAL PAY LAW PAY HISTORY Effective October 6, 2017, employers are prohibited from seeking the pay history of employment applicants and employees before the employer makes an offer of

imployment to the prospective employee that includes an amount of compensation JNLAWFUL 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 ansfer, 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

of compensation. ADDITIONAL PROVISIONS Also effective January 1, 2019 Employers may not reduce the compensation of any employee in order to comply 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 Civil Rights Division of BOLI or a civil action within one year after the occurrence of the unlawful practice; • 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: character at different compensation levels; Legal remedies under the law, and

This is a summary of the provisions of the Oregon Equal Pay Law. THIS INFORMATION MUST BE POSTED IN A CONSPICUOUS LOCATION

Agricultural Workers & Child Labor

Notice: Agricultural EMPLOYEES MINIMUM WAGE Effective July 1, 2019 to June 30, 2020 Standard: \$11.25 per hour Nonurban Counties: \$11.00 per hour

Your Rights Under Oregon's Minimum Wage Law and Child Labor Law

SPECIAL EXEMPTIONS APPLY TO AGRICULTURAL WORKERS mployees of agricultural employers must be paid at least the minimum wage for the egion in which the employer is located: he "Standard' rate applies to the following counties, with the exception of those

The rate for "Portland Metro" includes areas located within the urban growth ooundary of a metropolitan service district. he 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 imployees who do not perform more than 50% of their work in a pay period at the mployer's permanent fixed business location in Oregon must be paid at least the ninimum 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.

Local hand harvest or pruning workers who are paid on a piece rate passis and who worked fewer than 13 weeks in agriculture during the preceding Workers 16 years of age or under who are paid the same piece rate as workers over 6 years of age. Vorkers mainly engaged in the range production of livestock. Hand harvest and pruning workers who are paid on a piece rate basis and who vorked for an emplover who. during any quarter of the previous calendar year, did not use more than 500 piece-rate work days* of agricultural labor. 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 mployees of agricultural employers are exempt from overtime.

express milk for a child. 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 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

an employment certificate. Employers must obtain a permit to employ minors under 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

For Additional Information This is a summary of Oregon minimum wage and child labor laws which satisfies osting requirements. This is not a complete text of the laws. Bureau of Labor and Industries Wage and Hour Division 800 NE Oregon Street #1045 Portland, Oregon 97232-2180 Salem (503) 378-3292

Online: www.oregon.gov/boli • Email: whdscreener@boli.state.or.us

Adverse Employment

• 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 opinion of the employer about religious or political matters;

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.

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

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. 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 <u>WorkCompPoster.</u> wcd.oregon.gov er coverage information, go online to WorkCompCoverage.wcd.oregon.gov.

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

Workplace Accommodations Notice

is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, will make reasonable accommodations for known physical or mental disabilities of an applicant or employee as well as

For this reason, Deny employment opportunities on the basis of a need for reasonable accommodation Deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship•

To request an accommodation or to discuss concerns or questions about this notice

State Family Medical Leave

spouse is on leave from deployment.
What Notice Is Required? acement 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 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

> Employer Assistance . . . 971-673-0824 Portland 971-673-0761

Sick Time Law the need to use sick time. Refer to the law and rules for more information. Effective January 1, 2016, employers that employ employees in the state of Oregon Discrimination/Retaliation Prohibited: It is unlawful for an employer to deny, are required to implement sick time policies and provide sick time to employees.

To care for an infant or newly adopted child under 18, or for a newly placed foster

The number of all employees employed by the employer in Oregon must be counted Notices and Verification: In addition to providing a notice to employees of the the employee or a family member presents a health risk to others. requirements of the law, employers are required to provide quarterly notifications to 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

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

• Provisions for employer equal pay analyses as a defense in the award of

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. 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

in or on machinery must obtain a certificate of training and the employer must obtain

against employees or discharging employees who file complaints or take part in the When state and federal laws differ, the law providing more protection to employees or setting the higher standard applies Employees may be eligible for the Earned Income Tax Credit (EITC or EIC), a

Eugene (541) 686-7623

• 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.

• A woman using pregnancy disability leave is entitled to 12 additional weeks of leave

Portland, OR 97232

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

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 makes an offer of employment to the prospective employee that includes an amount

BUREAU OF LABOR AND INDUSTRIES

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

• Permitted circumstances for paying employees performing work of a comparable

areas located within the urban growth boundary of a metropolitan service district: Benton, Clackamas, Clatsop, Čolumbia, Deschutes, Hood River, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Multnomah, Polk, Tillamook, Wasco, Washington, and

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

any adverse employment action against an employee:

THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY SEE IT