# **Oregon and Federal Employment Notices**

ES OF THE POSTER BE AT LEAST 8.5" X 14" INCHES WITH 10 OTE: OSHA REQUIRES THAT REPRODUCTIONS OR FAC

MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY DATE POSTED: Labor Laws change often. Please call your distributor twice a year to confim if you are in compliance.

All Rights Reserved. Unauthorized copies are illega

## **State Minimum Wage**

### MINIMUM WAGE



**Employers must:** 

### 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 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.

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.

Provide employees a workplace free from

recognized hazards. It is illegal to retaliate

against an employee for using any of their

- 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 understand.
- 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 programs in every state.



You must be paid at least minimum w The rate depends on where you work
---

13.50 per hour Standard

Benton, Clatsop, Columbia, Deschutes, Hood River, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, Tillamook, Wasco, Yamhill, parts of Clackamas, Multnomah, & Washington

4.75 per hc	our		
ortland Met	ro Area		
Clackamas,	Multnomah,	&	Washingto

\$12.50 per hour Nonurban Counties

Baker, Coos, Crook, Curry, Douglas, Gilliam, Grant, Harney, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wheeler

• Every worker must be paid at least minimum wage. There are exceptions but they are uncommon The minimum wage goes up every year. These rates are in effect from July 1, 2022 to June 30, 2023. The next minimum wage increase is on July 1, 2023. Tip credits are illegal in Oregon. • Deductions are allowed if legally required or if you agree in writing and the deduction is for your benefit. Your paycheck must show this information. If you make close to minimum wage, you may qualify for the Earned Income Tax Credit. Visit eitcoutreach.org

The minimum wage you should get depends on your employer's exact address. If you work INSIDE the urban growth boundary, you should make at least \$14.75. If you work OUTSIDE the urban growth boundary, you should make at least \$13.50. Look up your work address here: bit.ly/metroboundary

CONTACT US

If your employer isn't following the law or something feels wrong, give us a call. The Bureau of Labor and Industries is here to enforce these laws and protect you.

Call: 971-245-3844 Email: BOLI help@boli.oregon.gov Web: oregon.gov/boli Se habla español

OREGON LAWS Protect You At Work July 2022 - June 2023

Updated 6/2

STATE OF OREGON

1859

### **State OSHA**

IT'S THE LAW! Know your rights

You have a right to a safe and healthful workplace

» 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 or unhealthy conditions in your workplace. You or your representative may participate in the inspection. > You have the right to report a work-related injury or illness, without being retaliated against » You can file a complaint with the Oregon Bureau of Labor and Industries within one year, 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 Ave., Suite 715 Seattle, WA 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. Additionally, you may request the workplace injury and illness log. You have the right to know about hazardous substances used in your workplace. osha.oregon.gov 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 Safe Employment Act.

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.

This free poster is available from Oregon OSHA — It's the law! —

FOR MORE INFORMATION, copies of the Oregon Safe Employ safety and health standards, advice or assistance, call: 503-378-3272 Salem Central Office Bend 541-388-6066 . 541-686-7562 Eugene 541-776-6030 Medford. 541-276-9175 Pendleton 503-229-5910 Portland. 503-378-3274 Salem. Display this poster where all your workers can see it! Oregon Administrative Rule 437-001-275(2)(a). 1-800-922-2689

Updated 2/22

## **Workers' Compensation**

WHAT EMPLOYERS WILL PAY FOR WORKERS' COMPENSATIO N IN 2010: 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 The Department of Consumer and Business Services provides many services to rates, before insurer costs are added Oregon employers to help them lower workers' compensation costs, understand

• Workers' Benefit Fund ("cents-per-hour") assessment: 2.8 cents per hour or partial workers' compensation law, and improve workplace safety and health. The following hour worked by each paid employee subject to workers' compensation coverage, is a sampling of those services. unchanged from the past three years. Return-to-work programs

 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

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 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 in 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 services

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

For 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 workers 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 wbfassess.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 percent 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, selfinsured 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 identify 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,

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 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

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

Both employers and injured workers benefit when a worker returns to gainful

from 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)

#### Training

• 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 www.orosha.org for a schedule of classes.

#### Safety and health consultations

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-mail consult.web@state.or.us.

#### 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 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 visit www.orosha.org

### **Workers' Compensation Compliance**

#### Oregon Workers' Compensation required posting notice • NOTICE OF COMPLIANCE

rights		Employer:		Policy no.:	
Know your retaliation		Insured policy holder:		Insurer:	
File a complaint with Oregon	What if I can Your health c	i't do my job? are provider may approve time off work. The insurer will tell y It is impor uestions, you may contact the Ombudsman for Injured Worke er's workers' compensation insurance at <u>WorkCompCoverag</u>	ou if you are eligible for be tant to stay in contact wi rs at 800-927-1271 or the e.wcd.oregon.gov. This	enefits. Your employer may have light-duty work you can do while you recover. ith your employer and your insurer. Workers' Compensation Division at 800-452-0288. You can find the most current inf employer provides workers' compensation insurance for on-the-job injuries. insation insurance for on-the-job injuries.	formation abou
	What does n Your employe How do I get Get medical	mployer right away and ask for a Form 801 "Report of Job Inju ny employer have to do? er must give you the Form 801 "Report of Job Injury or Illness t medical treatment?	." Then, your employer mu our choice. Your employer	ust give notice of your claim to the insurer. cannot choose your health care provider. Some providers have limits on the service	es they offer, so
yment Act, specific	<ul> <li>Give the ins</li> <li>Notify your</li> <li>If you have</li> <li>To order additional sectors of the sec</li></ul>	surance and employer information listed at the bottom of the n insurer of a worker's injury within five (5) days of your know-le questions about workers' compensation insurance, call the W ditional posters, Spanish language posters, or to get Notice o employer coverage information, go online to <u>WorkCompCove</u>	otice to injured workers fo edge of a claim or acciden orkers' Compensation Div f Compliance information i	t that may result in a compensable injury.	<u>on.gov</u> .



is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status.

### Contact OSHA. We can help.



### 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

**OVERTIME PAY** t least 1<sup>1</sup>/<sub>2</sub> 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 iobs 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 mployee 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 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.

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect

Employees (current and former), including managers and temporary employees

Under the EEOC's laws, an employer may not discriminate against you, regardless of your

Sex (including pregnancy and related conditions, sexual orientation, or gender identity)

Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.

What Employment Practices can be Challenged as Discriminatory?

Harassment (including unwelcome verbal or physical conduct)

Obtaining or disclosing genetic information of employees

r participating in an investigation or proceeding.

Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)

Pay (uncertain the second secon

Requesting or disclosing medical information of employees
 Conduct that might reasonably discourage someone from opposing discrimination, filing a charge,

you from discrimination in employment. If you believe you've been discriminated against at work or n applying for a job, the EEOC may be able to help.

Know Your Rights: Workplace Discrimination is Illegal

Inion members and applicants for membership in a union

What Types of Employment Discrimination are Illegal?

Who is Protected?

Staffing agencies

National origin

Age (40 and older)

Hiring or promotion

observance or practice

Benefits

Job training

Classification

What Organizations are Covered?

nigration status, on the bases of:

All aspects of employment, including: • Discharge, firing, or lay-off

Most private employers
 State and local governments (as employers)
 Educational institutions (as employers)

Job applicants

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

n any proceeding under the FLSA ADDITIONAL INFORMATION: Certain occupations and establishments are exempt from the minimum wage, and

or overtime pay provisions. · 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

with both 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

contractors are not. 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.

Federal Government. If you are applying for a job with, or are an employee of, a company with a

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and

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

ederal contract or subcontract, you are protected under Federal law from discriminat

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

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

### YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

**USERRA** 

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

#### REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: • you ensure that your employer receives advance written or verbal notice of your service; • you have five years or less of cumulative service in the uniformed services while with that particular employer, • you return to work or apply for reemployment in a timely manner after conclusion of service, and • you have not been separated from service with a disqualifying discharge or under 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 cases, a comparable job.

#### **RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION**

If you: • 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; • promotion; or • any benefit of employment because of this status.

#### HEALTH INSURANCE PROTECTION

• If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. • Even if you don't elect to continue coverage during your military service, you have the 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 for service-connected illnesses or injuries.

#### ENFORCEMENT

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. • For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra • 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, as applicable, for representation. • 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: https://www. dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.



## **Family Medical Leave Act**

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

.EAVE 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 for the following reasons:

• The birth of a child or placement of a child for adoption or foster care;

Updated 8/\*

- 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 conditions.

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 certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must 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.

prientation, gender identity, gender expression or any other classification protected by law

will make reasonable accommodations for known physical or mental disabilities of an applicant or employee as well as known limitations related to oregnancy, childbirth or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship. Among other possibilities, reasonable accommodations could include isition 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

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

For this reason, will not:

•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 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.

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

please contact any one of our supervisors or \_\_\_\_\_ in the human resources department

### **Breaks & Overtime**

### **BREAKS & MEALS + OVERTIME & PAYCHECKS**

Your employer is required to give you breaks free from work responsibilities. There are specific rules about overtime pay and paychecks

#### **BREAKS & MEALS**

For each 8 hour work shift you get these breaks free from work responsibilities » Two 10 minute paid rest breaks (15 minutes if you are under 18) » One 30 minute unpaid meal break You also get reasonable breaks as needed to express milk (and a private space that is not a

bathroom to pump) until your child reaches 18 months of age. • If your shift is longer or shorter than 8 hours, refer to the chart here or visit oregon.gov/boli/ workers/Pages/meals-and-breaks.aspx for more information.

#### **OVERTIME & PAYCHECKS**

If you work more than 40 hours in one week, you must receive overtime pay of 1.5 times your regular pay rate. There are some exceptions but they are uncommon Regular paydays are required by law. You must receive a paycheck at least every 35 days. Your employer must provide you with a detailed paystub. If you are fired or permanently laid off, you must get your last paycheck by the end of the next

ousiness day. • If you quit with 48+ hours' notice, you must get your last paycheck on your last day of employment. If you do not give 48 hours' notice, you must get your last paycheck within 5 business days or the next payday, whichever is first.

• This time is protected, but often unpaid unless you have vacation, sick, or

• To be eligible, you must have worked an average of 25 hours per week for 180 days

just 180 days for parental leave. Separation from employment or removal from the

schedule for up to 180 days does not count against eligibility. During a public health

emergency, you are eligible for all types of OFLA leave after working for at least 30

days prior at an average of at least 25 hours per week. Your employer must have at

You can take up to a total of 12 weeks of time off per year for any of these reasons

> Pregnancy disability leave before or after birth of child or for prenatal care. You

can take up to 12 weeks of this in addition to 12 weeks for any reason listed here.

Your employer must give you sick time. You get at least 1 hour of protected sick time for every

You can use sick time for many reasons including if you (or a family member) are sick,

Your employer must pay you your regular wage when you take sick time if they have 10+

lenied, you can appeal the decision with the Oregon Employment Department.

lated 6/2

njured, experiencing mental illness, or need to visit the doctor. Also covered

other paid leave available. Paid family leave will be available in 2023.

» Serious health condition of your own, or to care for a family member.

Shift Length Rest Breaks Meal Breaks 2 hrs or less 2 hrs 1 min - 5 hrs 59 min 6 hrs 6 hrs 1 min - 10 hrs 10 hrs 1 min - 13 hrs 59 min 14 hrs 14 hrs 1 min - 18 hrs

CONTACT US If your employer isn't following the law or something feels wrong, give us a call. The Bureau of Labor and Industries is here to enforce these laws and protect you. Call: 971-245-3844

Email: BOLI\_help@boli.oregon.gov Web: oregon.gov/boli Se habla español. OREGON LAWS Protect You At Work July 2022 - June 2023



### **State Family Medical Leave**

OREGON FAMILY LEAVE

least 25 employees

SICK TIME

paid sick time.

for a public health emergency.

All Oregon workers get protected sick time.

30 hours you work up to at least 40 hours a year.

Oregon Family Leave Act (OFLA).

» Military family leave up to 14 days if your spouse is a service member who has been called to active duty or is on leave from active duty. » Sick child leave for your child with an illness, injury or condition that requires You can take time off to take care of yourself or close family members under the

home care but is not serious, or to care for a child whose school or place of care is closed because of a public health emergency.

» Bereavement leave for up to 2 weeks after the death of a family member.

• Your employer must keep giving you the same health insurance benefits as when you are working. When you come back you must be returned to your former job or a similar position if your old job no longer exists.

#### CONTACT US

If your employer isn't following the law or something feels wrong, give us a call. The Bureau of Labor and Industries is here to enforce these laws and protect you

> Parental leave for either parent to take time off for the birth, adoption, or foster placement of a child. If you use all 12 weeks, you can take up to 12 more weeks for sick child leave

Call: 971-245-3844 Email: BOLI\_help@boli.oregon.gov Web: oregon.gov/boli Se habla español.

OREGON LAWS Protect You At Work July 2022 - June 2023

Updated 6/22

### **Sick Time Law**

• You can start taking protected sick time after you've worked for at least 90 days. Your employer must regularly let you know how much sick time you have earned.

f you work for an employer with 10+ employees (6+ if they have a location in Portland), you get CONTACT US

If your employer isn't following the law or something feels wrong, give us a call. The Bureau of Labor and Industries is here to enforce these laws and protect you

Call: 971-245-3844 Email: BOLI help@boli.oregon.gov Web: oregon.gov/boli pereavement, parental leave, and leave to care for a child whose school or place of care is closed

Se habla español. SON LAWS Protect You At Work July 2022 - June 2023

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with isabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. 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 a levels of employment, including the executive level.

#### Protected Veteran Status

Asking About, Disclosing, or Discussing Pay

compensation of other applicants or employees.

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

**Equal Employment Opportunity** 

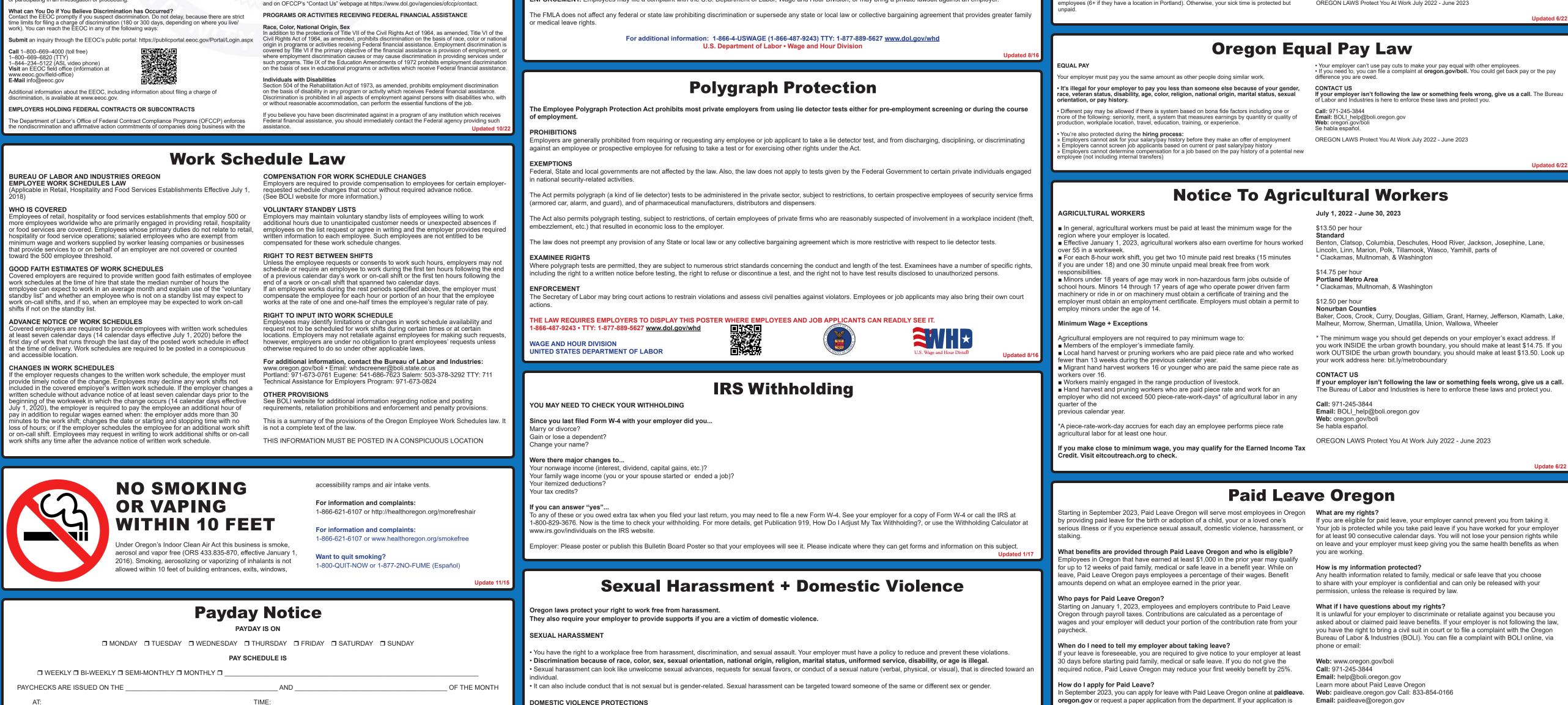
following bases:

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

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately

The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W. 1-800-397-6251 (toll-free)

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor



**Emergency Notice** 

If you experience domestic violence, harassment, sexual assault, or stalking (or if you are a parent or guardian of a victim), your employer must make reasonable changes to support your safety.

DOMESTIC VIOLENCE PROTECTIONS

nsfer, reassignment, modified schedule, unpaid leave, changed work phone number, changed work station, installed lock, new safety

Updated 10/22

			procedure, or other adjustment after threatened or actual events.	
AMBULANCE:	FIRE-RESCUE:		• You can also take protected leave to find legal or law enforcement assistance, get medical treatment for injuries or mental health support, move or change your living	
HOSPITAL:	PHYSICIAN: POLICE:		<ul> <li>situation, and more.</li> <li>Your employer must keep all documents and information confidential.</li> <li>You can't be fired, suspended, retaliated or discriminated against in any way because you are a victim.</li> </ul>	
OSHA:	HAZARDOUS MATERIAL:		CONTACT US If your employer isn't following the law or something feels wrong, give us a call. The Bureau of Labor and Industries is here to enforce these laws and protect you	
			Call: 971-245-3844 Email: BOLI_help@boli.oregon.gov Web: oregon.gov/boli Se habla español.	
	HR that powers your business	Made in USA	OREGON LAWS Protect You At Work July 2022 - June 2023	
TO REORDER, CALL 1-888-488-7678 OR ORI	DER AT STATEANDFEDERALPOSTER.COM		MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY	



#### 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

• 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 • 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.

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.

ALL RIGHTS RESERVED. COPYRIGHT BY STATE AND FEDERAL POSTER. INC