Oregon State Postings

WORKPLACE ACCOMMODATIONS NOTICE

_____ is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation, 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 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;
- A reasonable period of leave; or
- Modification of work schedules or job assignments.

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

This includes discrimination because of pregnancy, childbirth and related medical conditions. 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. (Provide multiple ways for employees to reach out with requests or concerns.)

February 2023 • Alternate format available on request

SEXUAL HARASSMENT + DOMESTIC VIOLENCE PROTECTIONS

Oregon laws protect your right to work free from harassment. They also require your employer to provide supports if you are a victim of domestic violence.

SEXUAL HARASSMENT

- **You have the right to a workplace free from harassment, discrimination, and sexual assault.** Your employer must have a policy to report and prevent these violations and make it available to employees within the workplace.
- **Sexual harassment** can take the unwelcome sexual advances, requests for sexual favors, or conduct of a sexual nature (verbal, physical, or visual), that is directed toward an individual. It can also include unwanted sexual conduct that occurs through digital or electronic communications.
- It can also include conduct that is not sexual but is gender-related. Sexual harassment can be targeted toward someone of the same or different sex or gender.
- **Discrimination** because of race, color, sex, sexual orientation, national origin, religion, marital status, veteran or military status, disability or age is illegal.
- You can't be fired, suspended, retaliated or also mistreated against in any way because you are a victim.

DOMESTIC VIOLENCE PROTECTIONS

- If you experience domestic violence, harassment, sexual assault, bias crime, or stalking or if you are a parent or guardian of a minor, your employer must make reasonable changes to support your safety.
- These changes might include a transfer, reassignment, modified schedule, unpaid leave, changed work phone number, changed work station, installed lock, new safety procedure, or other adjustment after finishing a period of active service.
- You can also take protected leave to find legal or law enforcement assistance, get medical treatment for injuries or medically-related issues, relocate, or change your living situation, and more.
- Your employer must keep all documents and information confidential.
- You can't be fired, suspended, retaliated or also mistreated against in any way because you are a victim.

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
En habla español

OREGON LAWS Protect You At Work

SICK TIME

All Oregon workers get protected sick time. If you work for an employer with 10 or more employees (6 or more if they have a location in Portland), **you get paid sick time.**

- **Your employer must give you sick time.** You get at least 1 hour of protected sick time for every 30 hours you work up to at least 40 hours a year.
- **You can use sick time for many reasons** including if you (or a family member) are sick, injured, experiencing mental illness, or need to visit the doctor. Also covered: bereavement, parental leave, and leave to care for a child whose school or place of care is closed for a public health emergency.
- Your employer must pay you your regular wage when you take sick time if they have 10 or more employees (6 or more if they have a location in Portland). Otherwise, your sick time is protected but unpaid.
- 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. (At least every three months.)

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MINIMUM WAGE

You must be paid at least minimum wage. The rate depends on where you work.

$14.70 per hour

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

$15.95 per hour

Portland Metro Area
• Clackamas, Multnomah, & Washington

$13.70 per hour

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

* For Clackamas, Multnomah & Washington counties, if you work INSIDE the urban growth boundary, you should make the Portland Metro Area rate. If you work OUTSIDE the urban growth boundary, you should make the Standard rate. Look up your work address here: bit.ly/metrobounddary

- **Every worker must be paid at least minimum wage.** Few exceptions apply.
- The minimum wage goes up every year. These rates are in effect from July 1, 2024 to June 30, 2025. The next minimum wage increase is on July 1, 2025.
- **Using tips to cover minimum wage is illegal in Oregon.**
- Deductions are allowed if legally required (like taxes) 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

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OREGON LAWS Protect You At Work

BREAKS & MEALS + OVERTIME & PAYCHECKS

Your employer is required to give you breaks where you have no work responsibilities. There are specific rules about overtime pay and paychecks.

Shift Length	Rest Breaks	Meal Breaks
2 hrs or less	0	0
2 hrs 1 min - 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min - 10 hrs	2	1
10 hrs 1 min - 13 hrs 59 min	3	1
14 hrs	3	2
14 hrs 1 min - 18 hrs	4	2

BREAKS & MEALS

- For each 4 hour work shift you get these breaks free from work responsibilities:
  - **Two 15 minute paid rest breaks (15 minutes if you are under 18)**
  - **One 30 minute unpaid meal break (generally during the two hours after your third hour of work)**
- 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 12 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/breaks-and-breaks-plus.aspx for more information.

OVERTIME & PAYCHECKS

- **You must receive overtime pay at 1.5 times your regular pay rate for hours you work over 40 in a workweek (or over 10 if you only work in agriculture — over 40 beginning January 1, 2025).** Exceptions are limited.
- **Only overtime also applies to some industries including manufacturing, retail/domestic and contract processing.** Special overtime rules also apply to certain work contracted for by government agencies, public works projects, construction and some hospital employees.
- **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 business day.
- **If you quit** with at least 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.

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OREGON LAWS Protect You At Work

EQUAL PAY

Your employer must pay you the same as your coworkers doing similar work.

- It's illegal for your employer to pay you less than someone else because of your gender, race, national origin, disability, age, color, religion, sexual orientation, gender identity, pregnancy, marital status, sexual orientation, or pay history.
- Different pay may be allowed if there is a system based on specific factors named in the law including one or more of the following: seniority, merit, a system that measures earnings by quantity or quality of production, workplace location, travel, education, training, or experience.
- You're also protected during the hiring process:
  - Employers cannot ask for your salary/pay history before they make an offer of employment.
  - Employers cannot screen job applicants based on current or past salary/pay history.
  - Employers cannot determine compensation for a job based on the pay history of a potential new employee (not including internal transfers).
- Your employer can't take any action to lower your pay equal with other employees.
- If you need to, you can file a complaint at **oregon.gov/boli**. You could get back pay and the pay difference you are owed going forward.

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CAPTIVE AUDIENCES

Religion, Politics, Labor Unions & Captive Audiences

- **You have a right to not attend or participate in employer-sponsored meetings or communications** that is primarily about your employer's opinion on labor unions or religious or political matters. This includes meetings or communications regarding joining or not joining a union.
- Employers are prohibited from taking adverse action against an employee who has declined to attend a captive audience meeting or made a good faith report of a decision of this protection.
- Exceptions apply to employers which are religious or political organizations.

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OREGON LAWS Protect You At Work

UNEMPLOYMENT INSURANCE

Notice to Employers/Employees

Employers: *You must be a registered employer in this state in order to receive the official Unemployment Insurance posting. If you have any questions concerning this mandatory posting, please contact your local unemployment office.*

Employees: *Contact your local unemployment office for your rights concerning unemployment benefits as an employee.*

This Posting is for Informational Purposes Only

Notice to Employers / Employees

Your state has its own minimum wage law which requires posting a notice regarding the aspects of that law. Employers are also required to post the Federal Minimum Wage notice from the U.S. Dept. of Labor Fair Labor Standards Act in addition to this state posting. According to the Dept. of Labor, where Federal and state law have different minimum wage rates, the higher standard applies.

This Posting is for Informational Purposes Only

WORKERS' COMPENSATION

Notice to Employers/Employees

This is not intended to represent the law, nor does it replace any Workers' Compensation posting requirements within your state.

Employers: *Place your notice of compliance/certificate of insurance from your Employer's Insurance Carrier. If you have any further inquiries, please contact your personnel office.*

This Posting is for Informational Purposes Only

ETC: Notice to Employer / Employees

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**

If your business hasn't provided the information to employees, please communicate with your employees about their potential eligibility.

Thank you for your attention to this matter. If you have any questions about the notice's requirement, please contact the bureau's Technical Assistance Program for Employers Program at (971) 673-0824.

This Posting is for Informational Purposes Only

OREGON FAMILY LEAVE

You can take time off for pregnancy disability, bereavement or to provide home care for your child under the Oregon Family Leave Act (OFLA).

- **This time is protected, but often unpaid unless you have vacation, sick, or other paid leave available.** However, while on OFLA leave, your employer must let you use any vacation, sick, or other paid leave you have accrued. OFLA leaves are separate from Paid Leave Oregon benefits.
- OFLA applies to employers with 25 or more employees.
- To be eligible, you must have worked an average of 25 hours per week for 180 days. A separation from employment or removal from the schedule for up to 180 days does not count against eligibility. (During a public health emergency, eligibility starts at just 30 days working 25 or more hours per week.)
- You can take up to 12 weeks of time off per year for:
  - Providing care to your child related to a serious injury or conditions that requires home care or when your child's school or child care provider is closed as a result of a public health emergency.
  - Bereavement (up to up to two weeks) for the death of an individual related by blood or affinity.
  - Through 2025, you can also take up to two additional weeks for the legal process required for foster child placement or adoption.
  - Pregnancy disability leave in addition to leave for the other reasons listed here, you can take up to 12 additional weeks of time off per year for pregnancy disability before or after the birth of child or for prenatal care.
- 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.
- Military family leave (up to 14 days) is also available if your spouse is a service member who has been called to active duty or is on leave from active duty.

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OREGON LAWS Protect You At Work

Paid Leave Oregon — What you need to know

Starting in September 2023, Paid Leave Oregon will serve most employees in Oregon by providing paid leave for the birth or adoption of a child, a serious illness of yours or a loved one, or if you experience sexual assault, domestic violence, harassment, or stalking.

What benefits are provided through Paid Leave Oregon and who is eligible?

Employees in Oregon that have earned at least $1,000 in the prior year may qualify for up to 12 weeks of paid family, medical or safe leave in a benefit year. While on leave, Paid Leave Oregon pays employees a percentage of their wages. Benefit amounts depend on what an employee earned in the prior year.

Who pays for Paid Leave Oregon?

Starting on January 1, 2023, employees and employers contribute to Paid Leave Oregon through payroll taxes. Contributions are calculated as a percentage of wages and your employer will deduct your portion of the contribution rate from your paycheck.

When do I need to tell my employer about taking leave?

If your leave is foreseeable, you are required to give notice to your employer at least 30 days before starting paid family, medical or safe leave. If you do not give the required notice, Paid Leave Oregon may reduce your first weekly benefit by 25%.

How do I apply for Paid Leave?

In September 2023, you can apply for leave with Paid Leave Oregon online at **paidleave.oregon.gov** or request a paper application from the department. If your application is denied, you can appeal the decision with the Oregon Employment Department.

What are my rights?

If you are eligible for paid leave, your employer cannot prevent you from taking it. Your job is protected while you take paid leave if you have worked for your employer for at least 90 consecutive calendar days. You will not lose your pension rights while on leave and your employer must keep giving you the same health benefits as when you are working.

How is my information protected?

Any health information related to family, medical or safe leave that you choose to share with your employer is confidential and can only be released with your permission, unless the release is required by law.

What if I have questions about my rights?

It is unlawful for your employer to discriminate or retaliate against you because you asked about or claimed paid leave benefits. If your employer is not following the law, you have the right to bring a civil suit in court or to file a complaint with the Oregon Bureau of Labor & Industries (BOLI). You can file a complaint with BOLI online, via phone or email:

Web: www.oregon.gov/boli
Call: 971-245-3844
Email: help@boli.oregon.gov

State of Oregon Employment Department

Learn more about Paid Leave Oregon

Web: paidleave.oregon.gov
Call: 833-854-0166
Email: paidleave@oregon.gov

IT'S THE LAW!

1-800-922-2689
osha.oregon.gov

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

Know your rights

- You have the right to notify your employer, Oregon OSHA, or both about workplace hazards. You may ask Oregon OSHA to keep your name confidential.
- You have the right to refuse to perform a hazardous task that would expose you to imminent danger or serious physical harm and there is no reasonable alternative.
- You have the right to request an Oregon OSHA inspection if you believe 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 or discriminated against.
- You have the 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 your work-related exposure records covered under Oregon OSHA's rules. This includes any OSHA medical records and personal sampling records.
- You have the right to request your workplace injury and illness log, known as the "OSHA 300 log" and "OSHA 300A summary."
- You have the right to know about hazardous substances used in your workplace.

You have the right to file a complaint with the Oregon Bureau of Labor and Industries (BOLI) 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.

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. This includes the right to refuse work that would expose you to serious physical harm or imminent danger.

Oregon OSHA adopts occupational safety and health standards, and its trained safety and health compliance officers conduct workplace inspections to ensure compliance with 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 10
20425 72nd Ave South, Suite 150A
Kent, WA 98032-2388
206-757-6700

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 Employment Act, specific safety and health standards, or assistance, call:

Salem Central Office	503-378-3272
Bend	541-388-6066
Eugene	541-686-7562
Medford	541-776-6030
Pendleton	541-276-9175
Portland	503-229-5910
Salem	503-378-3274

OSHA
Oregon OSHA
Department of Consumer and Business Services

You have a right to a safe and healthful workplace

03/24

File a complaint with Oregon OSHA

Know your retaliation rights

Know your whistleblower rights

C0724

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