You can take time off to take care of yourself or close family members under the Oregon Family Leave Act (OFLA).

OFLA - OREGON FAMILY LEAVE ACT

This time is protected, but often unpaid unless you have vacation, sick, or other paid leave available. Paid family leave is coming to Oregon in 2023.

To be eligible, you must have worked an average of 25 hours per week for 180 days - just 180 days for parental leave. Your employer must have at least 25 employees.

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

» 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.

Serious health condition of your

own, or to care for a family member.

» 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.

leave from active duty

» Sick child leave for your child with an illness, injury or condition that requires 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.

» Military family leave (up to 14 days if

your spouse is a service member who

has been called to active duty or is on

#### **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:** 971-673-0761 Email: help@boli.state.or.us Web: oregon.gov/boli Se habla español.



#### **EMPLOYEE POLYGRAPH PROTECTION ACT**

#### EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

during the course of employment. requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against 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 national security-related activities. The Act applicants may also bring their own court actions. sector, subject to restrictions, to certain prospective employees of security **EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.** 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

The Employee Polygraph Protection Act prohibits most private employers does not preempt any provision of any State or local law or any collective from using lie detector tests either for pre-employment screening or bargaining agreement which is more restrictive with respect to lie detector tests. **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to **PROHIBITIONS** Employers are generally prohibited from requiring or 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. **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job

permits polygraph (a kind of lie detector) tests to be administered in the private THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE

**Shift Length** 

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



Rest Breaks | Meal Breaks

3

2

#### **BREAKS & OVERTIME**

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
- » 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 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 business 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.

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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 \$14.00. If you work OUTSIDE the

make at least \$12.75. Look up your work

address here:bit.ly/metroboundary

urban growth boundary, you should

## **ANTI-DISCRIMINATION NOTICE**

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

# **OREGON MINIMUM WAGE**

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

# **\$12.75** per hour

(Benton, Clatsop, Columbia, Deschutes, Hood River, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, Tillamook, Wasco, Yamhill, parts of

★ Clackamas, Multnomah, & Washington

# \$14.00 per hour

**Portland Metro Area** ★ Clackamas, Multnomah, & Washington

#### **\$12.00** per hour **Nonurban Counties**

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



\$12.75 per hour

Tillamook, Wasco, Yamhill, parts of

**\$14.00** per hour

**\$12.00** per hour

bit.ly/metroboundary

**Nonurban Counties** 

**Portland Metro Area** 

★ Clackamas, Multnomah, & Washington

★ Clackamas, Multnomah, & Washington

Baker, Coos, Crook, Curry, Douglas, Gilliam, Grant,

Sherman, Umatilla, Union, Wallowa, Wheeler

Harney, Jefferson, Klamath, Lake, Malheur, Morrow,

★ 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 \$14.00. If you

work OUTSIDE the urban growth boundary, you should

make at least \$12.75. Look up your work address here:

Benton, Clatsop, Columbia, Deschutes, Hood River,

Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk,

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, 2021 to June 30, 2022. The next minimum wage increase is on July 1, 2022.

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

# **CONTACT US**

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# NOTICE TO AGRICULTURAL WORKERS

- Agricultural workers are **not** required to be paid overtime, though you must be paid for every hour you work For each 8-hour work shift you get two 10 minute paid rest breaks (15 minutes if you are under 18) and one 30 minute unpaid meal break free from work responsibilities. If the minimum wage exceptions apply to you (see below), your employer is not required to give you these breaks.
- In general, agricultural workers must be paid at least the minimum wage for the region where your employer is
- located. There are some exceptions to this law for agricultural workers. Workers who are 14 to 17 years old must have a certificate of training to operate power driven farm machinery or ride in or on machinery. Your employer must also obtain an employment certificate.

Minimum Wage + Exceptions Agricultural employers are not required to pay minimum

- Members of the employer's immediate family. Local hand harvest or pruning workers who are paid
- piece rate and who worked fewer than 13 weeks during the previous calendar year
- are paid the same piece rate as workers over 16. Workers mainly engaged in the range production of

■ Migrant hand harvest workers who are 16 or under who

- livestock. ■ Hand harvest and pruning workers who are paid piece rate and work for an employer who did not exceed
  - 500 piecerate- work-days\* of agricultural labor in any quarter of the previous calendar year. \*A piece-rate-work-day accrues for each day an employee performs piece rate agricultural labor for at
  - If you make close to minimum wage, you may qualify for the Earned Income Tax Credit. Visit eitcoutreach.org to check.

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to enforce these laws and protect you.

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#### 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.

is directed toward an individual.

- SEXUAL HARASSMENT You have the right to a workplace free from harassment, discrimination, and sexual assault. Your employer must have a policy to reduce and prevent
- Discrimination because of race, color, sex, sexual orientation, national
- origin, religion, marital status, uniformed service, disability, or age is illegal. Sexual harassment can look like unwelcome sexual advances, requests for sexual favors, or conduct of a sexual nature (verbal, physical, or visual), that
- It can also include conduct that is not sexual but is genderrelated. Sexual harassment can be targeted toward someone of the same or different sex or gender.

living situation, and more.

#### **DOMESTIC VIOLENCE PROTECTIONS**

- 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.
- 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 threatened or actual events. 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
- ▶ You can't be fired, suspended, retaliated or discriminated against in any way because you are a victim.

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#### FEDERAL MINIMUM WAGE

## **EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT**

#### FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009 penalties for each willful or repeated violation of the minimum wage or

can readily see it. OVERTIME PAY At least 1 ½ times your 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 work outside school hours in various non-manufacturing, non-mining, non- who file a complaint or participate in any proceeding under the FLSA. hazardous jobs with certain work hours restrictions. Different rules apply in ADDITIONAL INFORMATION 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. • Special provisions apply to workers in American Samoa, the Commonwealth 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 JRSING 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 employee to express breast milk for

her nursing child for one year after the child's birth each time such

employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express 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 Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money

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 hazardous by the Secretary of Labor. Youths 14 and 15 years old may repeated. The law also prohibits retaliating against or discharging workers Certain occupations and establishments are exempt from the minimum

wage, and/or overtime pay provisions. 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.



### **WORKPLACE MEETINGS**

the meeting or communication is to communicate the opinion of the occurred or where the principal office of the employer is located.

#### NOTICE TO EMPLOYEES REGARDING WORKPLACE MEETINGS

Effective January 1, 2010, an employer or an employer's agent, (c) Because the employee, or a person acting on behalf of the employee, representative or designee may not discharge, discipline or otherwise makes a good faith report, orally or in writing, of a violation or a penalize or threaten to discharge, discipline or otherwise penalize or suspected violation of this section. This paragraph does not apply if take any adverse employment action against an employee: the employee knows that the report is false. (a) Who declines to attend or participate in an employer-sponsored An aggrieved employee may bring a civil action to enforce this section meeting or communication with the employer or the agent, no later than 90 days after the date of the alleged violation in the circuit representative or designee of the employer if the primary purpose of court of the judicial district where the violation is alleged to have

employer about religious or political matters; b) As a means of requiring an employee to attend a meeting or forums or other communications about religious or political matters for participate in communications described in paragraph (a) of this which attendance or participation is strictly voluntary.

employer and does not discriminate on the basis of race, religion, color,

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

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

other possibilities, reasonable accommodations could include:

Acquisition or modification of equipment or devices;

Modification of work schedules or job assignments.

Assistance with manual labor; or

discrimination and retaliation

Gain or lose a dependent?

Were there major changes to...

Change your name:

More frequent or longer break periods or periodic rest;

**WORKPLACE ACCOMMODATIONS NOTICE** will not: \_ is an equal opportunity For this reason,

• Deny employment opportunities on the basis of a need for reasonable

Note: This law does not prohibit an employer from offering meetings,

sex, age, national origin, disability, veteran status, sexual orientation, accommodation gender identity, gender expression or any other classification protected 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 will make reasonable reasonable accommodation. accommodations for known physical or mental disabilities of an Require an applicant or an employee to accept an accommodation

> 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

Require an employee to take family leave or any other leave, if the

[Provide multiple ways for employees to reach out with requests or concerns.]

\_ in the human resources department.

## Alternate format available on reques **UNEMPLOYMENT INSURANCE**

that is unnecessary.

# **RE: UNEMPLOYMENT INSURANCE**

**NOTICE TO EMPLOYERS** 

nployers with at least a \$225 payroll in a calendar quarter and employers with one or more workers during 18 different weeks in a calendar year. The Employment Department automatically sends this notice after an account is set up or reopened, and employers can order a duplicate if necessary. When ordering a duplicate, employers should have their business identification number ready when they call. Contact: Employment Department - Unemployment Insurance Tax Unit 875 Union Street N.E., Salem, OR 97311 Forms Hotline: 503-947-1488, Option 3

#### **WORKERS' COMPENSATION NOTICE TO EMPLOYERS RE: WORKERS' COMPENSATION**

The Workers' Compensation Division issues this notice after i receives the "Guaranty Contract" from the insurer. Employers should receive this notice after purchasing workers' compensation insurance. Employers not receiving the notice or requiring a duplicate notice should call the Workers' Compensation Division. Contact: **Department of Consumer and Business Services,** 350 Winter Street N.E., Room 21, Salem, OR 97310

# PAYDAY NOTICE

# Regular Paydays for Employees of

(Company Name)

Shall he as follows: Bi-Weekly

WITHHOLDING STATUS YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed form W-4 with your employer If you can answer "YES"... Marry or divorce?

when you filed your last return, you may need to file on this subject. a new form W-4. ee 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.aov/individuals on the IRS website

Poster so that your employees will see it. Please To any of these questions or you owed extra tax indicate where they can get forms and information Publication 213 (Rev. 8-2009) Cat. No. 11047P Internal Revenue Service www.irs.gov

### started or ended a job)? Your itemized deductions? **USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT** YOUR RIGHTS UNDER USERRA

#### 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 applicants to the uniformed services.

You have the right to be reemployed in your civilian job if you leave that job enforcement of USERRA rights, including testifying or making a statement

you ensure that your employer receives advance written or verbal notice HEALTH INSURANCE PROTECTION 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

to perform service in the uniformed service and:

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

you have not been separated from service with a disqualifying discharge or under other than honorable conditions. f 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 • 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:

• If you leave your job to perform military service, you have the right to elect o 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., preexisting condition exclusions) except for service-connected illnesses or injuries.

> • 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 http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/elaws/userra.htm. • 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

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

in connection with a proceeding under USERRA, even if that person has no

 initial employment;
reemployment;
retention in employment Office of Special Counsel, as applicable, for representation. promotion; or • any benefit of employment You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA. Publication Date — April 2017 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 mployers may meet this requirement by displaying the text of this notice where they customarily place notices for employees U.S. Department of Laborate 1-866-487-2365 Employer Support Of The Guard And Reserve 1-800-336-4590

FMLA - FAMILY AND 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 \*Special "hours of service" requirements apply to airline flight crew employer can take up to 12 weeks of unpaid, job-protected leave in a employees 12-month period for the following reasons 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 an employee must notify the employer as soon as possible and, generally, To care for the employee's spouse, child, or parent who has a qualifying medical diagnosis, but must provide enough information to the employer serious health condition;

the employee unable to perform the employee's job; For qualifying exigencies related to the foreign deployment of a military An eligible employee who is a covered servicemember's spouse, child, need for leave is for a reason for which FMLA leave was previously taken or parent, or next of kin may also take up to 26 weeks of FMLA leave in a single certified. Employers can require a certification or periodic recertification 2-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 additional information is required. rmittently or on a reduced schedule. Employees may choose, or an mployer 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 under the FMLA. If the employee is not eligible, the employer must provide must continue health insurance coverage as if the employees were not on a reason for ineligibility. Employers must notify its employees if leave will be leave. Upon return from FMLA leave, most employees must be restored to designated as FMLA leave, and if so, how much leave will be designated as the same job or one nearly identical to it with equivalent pay, benefits, and FMLA leave. 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 employer. The FMLA does not affect any federal or state law prohibiting FMLA, or being involved in any proceeding under or related to the FMLA. **ELIGIBILITY REQUIREMENTS** An employee who works for a covered agreement that provides greater family or medical leave rights. employer must meet three criteria in order to be eligible for FMLA leave. WH1420a REV 04/16 The employee must:

• Have at least 1,250 hours of service in the 12 months before taking leave;\*

· Work at a location where the employer has at least 50 employees within

• Have worked for the employer for at least 12 months;

75 miles of the employee's worksite.

notice of the need for FMLA leave. If it is not possible to give 30-days' notice, follow the employer's usual procedures. Employees do not have to share a so it can determine if the leave qualifies for FMLA protection. Sufficient For the employee's own qualifying serious health condition that makes 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 supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what **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

**REQUESTING LEAVE** Generally, employees must give 30-days' advance

**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 discrimination or supersede any state or local law or collective bargaining For additional information or to file a complaint: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627

WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor Wage and Hour Division

#### **OREGON SICK TIME LAW**

All Oregon workers get protected sick time. If you work for an employer with 10+ employees (6+ 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.

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.

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.

#### **CONTACT US**

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to enforce these laws and protect you.

Call: 971-673-0761 **Email:** help@boli.state.or.us Web: oregon.gov/boli



#### **EQUAL PAY LAW**

Your employer must pay you the same amount as other



▶ It's illegal for your employer to pay you less than someone else because of your gender, race, veteran status,

disability, age, color, religion, national origin, marital status, sexual orientation, or pay history. Different pay may be allowed if there is system based on bona fide factors including one or more of the following: seniority, merit, a system that measures earnings by quantity or quality of production, workplace

» 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

(not including internal transfers) If you need to, you can file a complaint at oregon.gov/boli. You could get back pay or the pay difference you are

## **CONTACT US**

impose undue hardship

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

location, travel, education, training, or experience.

You're also protected during the hiring process:

Web: oregon.gov/boli Se habla español.

Call: 971-673-0761 **Email:** help@boli.state.or.us



## **EEOC - EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW**

**EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW** 

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act of GENETICS Title II of the Genetic Information Nondiscrimination Act of 2008 1964, as amended, protects applicants and employees from discrimination in hiring, protects applicants and employees from discrimination based on genetic

barring undue hardship. referral, and other aspects of employment.

equal work, in jobs that require equal skill, effort, and responsibility, under similar 🔝 about charge filing, is available at www.eeoc.gov. working conditions, in the same establishment.

employees from discrimination based on inquiring about, disclosing, or discussing service medal veterans. their compensation or the compensation of other applicants or employees. NDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of 1973, of discrimination, participates in an OFCCP proceeding, or otherwise opposes as amended, protects qualified individuals with disabilities from discrimination in discrimination under these Federal laws. Any person who believes a contractor qualified individuals with disabilities at all levels of employment, including the Government, Department of Labor.

tests of applicants, employees, or their family members; the manifestation of

AGE The Age Discrimination in Employment Act of 1967, as amended, protects the ability of EEOC to act on your behalf and to protect your right to file a private applicants and employees 40 years of age or older from discrimination based on lawsuit, should you ultimately need to, you should contact EEOC promptly when age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, 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 SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the Civil individuals with hearing impairments). EEOC field office information is available at Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex www.eeoc.gov or in most telephone directories in the U.S. Government or Federal crimination in the payment of wages to women and men performing substantially Government section. Additional information about EEOC, including information

#### **EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS** Applicants to and employees of companies with a Federal government contract or subcontract

RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, executive level. all aspects of employment

RACE, COLOR, NATIONAL ORIGIN, SEX In addition to the protections of Title VII of INDIVIDUALS WITH DISABILITIES Section 504 of the Rehabilitation Act of 1973, as the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits employment discrimination on the basis of disability in any amended, prohibits discrimination on the basis of race, color or national origin in program or activity which receives Federal financial assistance. Discrimination is

niring, promotion, discharge, pay, fringe benefits, job training, classification, has violated its nondiscrimination or affirmative action obligations under the PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

**RETALIATION** Retaliation is prohibited against a person who files a complaint

is provision of employment, or where employment discrimination causes or may job. If you believe you have been discriminated against in a program of any ause discrimination in providing services under such programs. Title IX of the institution which receives Federal financial assistance, you should immediately Education Amendments of 1972 prohibits employment discrimination on the basis contact the Federal agency providing such assistance. of sex in educational programs or activities which receive Federal financial assistance.

# Mandatory Supplement to EEOC P/E-1(Revised 11/09) "EEO is the Law" Poster

**OR VAPING WITHIN 10 FEET** 



Under Oregon's Indoor Clean Air Act this business is smoke, aerosol and vapor free (ORS 433.835-870). 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 Want to quit smoking? 1-800-QUIT-NOW (800-784-8669) or 1-855-DEJELO-YA (Español)



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.

representative may participate in the inspection. > You have the right to report a work-related injury or illness, without being retaliated against.

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.

administration of the Oregon Safe Employment Act can do so by contacting: **U.S. Department of Labor OSHA Region X** 

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

substances used in your workplace.

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

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

## Oregon Administrative Rule 437-001-0275(2)(a).



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

Your employer must pay you your regular wage when you take sick time if they have 10+ employees (6+ if they

# Se habla español.

» Employers cannot determine compensation for a job based on the pay history of a potential new employee

# to enforce these laws and protect you.

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 bases:

promotion, discharge, pay, fringe benefits, job training, classification, referral, and information in hiring, promotion, discharge, pay, fringe benefits, job training, other aspects of employment, on the basis of race, color, religion, sex (including classification, referral, and other aspects of employment. GINA also restricts pregnancy), or national origin. Religious discrimination includes failing to reasonably employers' acquisition of genetic information and strictly limits disclosure of ccommodate an employee's religious practices where the accommodation does not genetic information. Genetic information includes information about genetic DISABILITY Title I and Title V of the Americans with Disabilities Act of 1990, as diseases or disorders in family members (family medical history); and requests for mended, protect qualified individuals from discrimination on the basis of disability or receipt of genetic services by applicants, employees, or their family members. n hiring, promotion, discharge, pay, fringe benefits, job training, classification, RETALIATION All of these Federal laws prohibit covered entities from retaliating eferral, and other aspects of employment. Disability discrimination includes not against a person who files a charge of discrimination, participates in a discrimination making reasonable accommodation to the known physical or mental limitations of proceeding, or otherwise opposes an unlawful employment practice. an otherwise qualified individual with a disability who is an applicant or employee, WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are

strict time limits for filing charges of employment discrimination. To preserve

are protected under Federal law from discrimination on the following bases: NATIONAL ORIGIN Executive Order 11246, as amended, prohibits employment PROTECTED VETERANS The Vietnam Era Veterans' Readjustment Assistance Act of discrimination based on race, color, religion, sex, sexual orientation, gender identity, 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and or national origin, and requires affirmative action to ensure equality of opportunity in requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release PAY SECRECY Executive Order 11246, as amended, protects applicants and from active duty), active duty wartime or campaign badge veterans, or Armed Forces

referral, and other aspects of employment. Disability discrimination includes not authorities above should contact immediately: The Office of Federal Contract making reasonable accommodation to the known physical or mental limitations of Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue. an otherwise qualified individual with a disability who is an applicant or employee, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). barring undue hardship to the employer. Section 503 also requires that Federal OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an contractors take affirmative action to employ and advance in employment OFCCP regional or district office, listed in most telephone directories under U.S. If you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 | TTY 1-877-889-5627 | www.dol.gov.

discrimination is covered by Title VI if the primary objective of the financial assistance or without reasonable accommodation, can perform the essential functions of the

#### EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement NO SMOKING NOTICE

programs or activities receiving Federal financial assistance. Employment prohibited in all aspects of employment against persons with disabilities who, with

**NO SMOKING** 



OCCUPATIONAL SAFETY AND HEALTH PROTECTION



# > 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

Anyone who wants to register a complaint about the

1111 Third Ave., Suite 715 Seattle, WA 98101-3212

The Oregon Safe Employment Act of 1973 provides job safety and health protection for workers through the

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.

# 1-800-922-2689 osha.oregon.gov FOR MORE INFORMATION, copies

of the Oregon Safe Employment Act,

specific safety and health standards,

advice or assistance, call:

Medford

Portland

\_OSHA Salem Central Office ..... ... 503-378-3272 . 541-388-6066 Eugene .. 541-686-7562



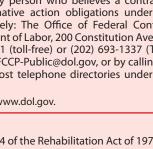
440-1507 (3/20/COM)

Display this poster where all your workers can see it!

Oregon

Consultations and training opportunities are available at no charge to Oregon businesses by calling any of the phone numbers listed.

OR-0621-F02



# rights

# Labor and Industries within 90 days, or with federal

> 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

standards, and its trained safety and health compliance

smoke**free** 

oregon