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 generally 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 in Oregon.

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

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

Providing care to your child related to an illness, 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.

» 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 continue to provide 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

CONTACT US If your employer isn't following the law or something Email: BOLI_help@boli.oregon.gov feels wrong, give us a call. The Bureau of Labor and Web: oregon.gov/boli

Industries is here to enforce these laws and protect you. Se habla español.



benefits as when you are working

Web: www.oregon.gov/boli

Email: help@boli.oregon.gov

Call: 971-245-3844

How is my information protected?



PAID LEAVE

Paid Leave Oregon | What you need to know

Paid Leave Oregon serves most employees in Oregon by providing paid leave for the birth, foster care placement, or adoption of a child, a serious illness of yours or a loved one, or if you or your child experience sexual assault, domestic violence, harassment, bias crimes, or stalking. What are my rights?
If you are eligible for paid leave, your employer can't prevent you from taking

What benefits does Paid Leave Oregon provide and who is eligible? Employees in Oregon that have earned at least \$1,000 in their base year may qualify for up to 12 weeks of paid family, medical or safe leave in a benefit year. While on leave, Paid Leave pays employees a percentage of their wages. Benefit amounts depend on what an employee earned in their base year. See the Paid Leave website for a definition of base year. Who pays for Paid Leave Oregon?

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

When do I need to tell my employer about taking leave? If your leave is foreseeable, you must give notice to your employer at least 30 days before starting paid family, medical or safe leave. If you don't give the required notice, Paid Leave Oregon may reduce your first weekly benefit

How do I apply for Paid Leave? If your employer participates in the state program, you can apply for leave with Paid Leave benefits online at frances.oregon.gov or download a paper application at paidleave.oregon.gov. If The Oregon Employment Department (OED) denies your benefits, you can appeal the decision.

Learn more about Paid Leave Oregon

Web: paidleave.oregon.gov Call: 833-854-0166 Email: paidleave@oregon.gov Paid Leave Model Notice Poster EN 12/23

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment. **PROHIBITIONS** Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining,

or discriminating 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 permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, o certain prospective employees of security service firms (armored car, alarm, and quard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms embezzlement, etc.) that resulted in economic loss to the employer. The law does not

which is more restrictive with respect to lie detector tests. EXAMINEE RIGHTS Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons. **IFORCEMENT** The Secretary of Labor may bring court actions to restrain violation and assess civil penalties against violators. Employees or job applicants may also bring THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

it. Your job is protected while you take paid leave if you have worked for your

employer for at least 90 consecutive days. You won't lose your pension rights

while on leave and your employer must keep giving you the same health

Any health information related to family, medical or safe leave that you

It is unlawful for your employer to discriminate or retaliate against you

with your permission, unless the release is required by law.

What if I have questions about my rights?

complaint with BOLI online, via phone or email:

choose to share with your employer is confidential and can only be released

because you asked about or claimed paid leave benefits. If your employer isn't

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

1-866-487-9243

Shift Length

2 hrs or less

2 hrs 1 min -

5 hrs 59 min

6 hrs 1 min

10 hrs

10 hrs 1 min -

13 hrs 59 min

14 hrs

14 hrs 1 min -

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.

BREAKS & MEALS ▶ For each 8 hour work shift you get these breaks free from work

» Two 10 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

If your shift is longer or shorter than 8 hours, refer to the chart here or visit <u>oregon.gov/boli/workers/Pages/meals-and-breaks.aspx</u> for more information.

OVERTIME & PAYCHECKS

reaches 18 months of age.

You must receive overtime pay at 1.5 times your regular pay rate for hours you work over 40 in a workweek (or over 48 if you only work in agriculture). Exceptions are limited.

▶ Daily overtime also applies in some industries including manufacturing establishments and seafood processing. Special overtime rules also apply to certain work contracted for by government agencies, public works projects, canneries 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.

CONTACT US

If your employer isn't following the law or something Email: BOLI_help@boli.oregon.gov feels wrong, give us a call. The Bureau of Labor and Web: oregon.gov/boli Industries is here to enforce these laws and protect you. Se habla español.





★ For Clackamas, Multnomah & Washington counties, if you work INSIDE the urban growth

boundary, you should make the Portland

bit.ly/metroboundary

Metro Area rate. If you work OUTSIDE the

urban growth boundary, you should make the

Standard rate. Look up your work address here:

Rest Breaks | Meal Breaks

2

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.

Standard

\$15.05 per hour

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

\$16.30 per hour

★ Clackamas, Multnomah, & Washington

\$14.05 per hour

Nonurban Counties

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

Portland Metro Area

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, 2025 to June 30, 2026. The next minimum wage increase is on July 1, 2026.

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

CONTACT US

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







★ For Clackamas, Multnomah & Washington

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etro Area rate. If you work OUTSIDE the

ırban growth boundary, you should make

here: bit.ly/metroboundary

counties, if you work INSIDE the urban growth

lard rate. Look up your work address

AGRICULTURAL WORKERS

■ In general, agricultural workers must be paid at least the minimum wage. The rate depends on where you work. There are some limited exceptions to minimum wage for agricultural workers

■ Effective January 1, 2025, agricultural workers also earn overtime for hours worked over 48 in a workweek. ■ 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 you are terminated as a seasonal farmworker, you must be paid immediately (or by noon on the following day IF the harvest season has ended and you are living in a farmworker labor camp owned by your employer at no cost until wages are paid.) If you quit with less than 48 hours' notice, you must be paid within 48 hours or on the next scheduled payday, whichever is first.

■ Minors under 18 years of age may work in non-hazardous farm jobs outside of school hours. Minors 14 through 17 years of age who operate power driven farm machinery or ride in or on machinery must obtain a certificate of training and the employer must obtain an employment certificate. Employers must obtain a permit to employ minors under the age of 14.

July 1, 2025 - June 30, 2026

\$15.05 per hour

Lane, Lincoln, Linn, Marion, Polk, Tillamook, Wasco, Yamhill, parts of * Clackamas, Multnomah, & Washington

Benton, Clatsop, Columbia, Deschutes, Hood River, Jackson, Josephine,

* Clackamas, Multnomah, & Washington

\$16.30 per hour

Portland Metro Area

\$14.05 per hour **Nonurban Counties**

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

CONTACT US If your employer isn't following the law or something Email: ag.overtime@boli.oregon.gov feels wrong, give us a call. The Bureau of Labor and Web: oregon.gov/boli

ndustries is here to enforce these laws and protect you. Se habla español.

Call: 971-245-3844



SEXUAL HARASSMENT + DOMESTIC VIOLENCE PROTECTIONS

OREGON & FEDERAL LABOR LAW POSTER

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 reduce and prevent these violations and make it available to employees within the workplace.

Sexual harassment can look like 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 Discrimination because of race, color, sex, sexual orientation, national

origin, religion, marital status, uniformed service, disability, or age is illegal.



CONTACT US

readily see it.

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.

DOMESTIC VIOLENCE PROTECTIONS

If you experience domestic violence, harassment, sexual assault, bias crime, or stalking (or if you are a parent or guardian of someone who has), 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 living Your employer must keep all documents and information confidential. ▶ You can't be fired, suspended, retaliated or discriminated against in any way because you

or your minor child or dependent experiences domestic violence, harassment, sexual assault, bias crime, or stalking.

Email: BOLI_help@boli.oregon.gov Web: oregon.gov/boli Se habla español.





FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009 The law requires employers to display this poster where employees can Civil money penalties may also be assessed for violations of the FLSA's child labor

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 nonfarm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment. TIP CREDIT Employers of "tipped employees" who meet certain conditions may laim a partial wage credit based on tips received by their employees. mployers 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. PUMP AT WORK The FLSA requires employers to provide reasonable break rear after the child's birth each time the employee needs to express breast milk. mployers must 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 penalties for each willful or

repeated violation of the minimum wage or overtime pay provisions of the law.

provisions. Heightened civil money penalties may be assessed for each child abor 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 participate in any proceeding under the FLSA. Certain occupations and establishments are exempt from the minimum

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 Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the the FLSA's minimum wage and overtime pay protections and correctly classified

WAGE AND HOUR DIVISION

NO SMOKING NOTICE

WITHIN 10 FEET

NO SMOKING OR VAPING

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:

Want to quit smoking? 1-800-QUIT-NOW (800-784-8669)

oregon

This includes discrimination because of pregnancy, childbirth and related

Deny reasonable accommodation for known limitations, unless the

Take an adverse employment action, discriminate or retaliate because the

applicant or employee has inquired about, requested or used a reasonable

Require an applicant or an employee to accept an accommodation that

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

To request an accommodation or to discuss concerns or questions

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

WORKERS' COMPENSATION

NOTICE TO EMPLOYERS

RE: WORKERS' COMPENSATION

The Workers' Compensation Division issues this notice after it receives

the "Guaranty Contract" from the insurer. Employers should receive this

Workers' Compensation Division. Contact:

Department of Consumer and Business Services,

350 Winter Street N.E., Room 21, Salem, OR 97310

503-947-7815

Other

in the human resources department

employer can make reasonable accommodation instead.

about this notice, please contact any one of our supervisors or

accommodation would cause an undue hardship.

SMOKEFREE

sex, age, national origin, disability, veteran status, sexual orientation, Deny employment opportunities on the basis of a need for reasonable

medical conditions

accommodation

gender identity, gender expression or any other classification protected accommodations for known physical or mental disabilities of an applicant

accommodations could include Acquisition or modification of equipment or devices; More frequent or longer break periods or periodic rest;

Modification of work schedules or job assignments.

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

UNEMPLOYMENT INSURANCE

NOTICE TO EMPLOYERS RE: UNEMPLOYMENT INSURANCE Employers 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

Employment Department - Unemployment Insurance Tax Unit 875 Union Street N.E., Salem, OR 97311

Were there major changes to...

applicants to the uniformed services.

or ended a job)

notice after purchasing workers' compensation insurance. Employers not receiving the notice or requiring a duplicate notice should call the

PAYDAY NOTICE **Regular Paydays for Employees of**

Shall be as follows:

Monthly Bi-Weekly

If you can answer "YES"... Marry or divorce? Gain or lose a dependent

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

Employer: Please post or publish this Bulletin Board Poster so that your employees will see it. Please To any of these questions or you owed extra tax when indicate where they can get forms and information on Publication 213 (Rev. 8-2009) Cat. No. 11047P Department of the Treasury Internal Revenue Service www.irs.gov

YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and

You have the right to be reemployed in your civilian job if you leave that job to enforcement of USERRA rights, including testifying or making a statement perform service in the uniformed service and: you ensure that your employer receives advance written or verbal notice of service connection. you have five years or less of cumulative service in the uniformed services while • If you leave your job to perform military service, you have the right to elect to with that particular employer

conclusion of service; and you have not been separated from service with a disqualifying discharge or nder other than honorable conditions. f you are eligible to be reemployed, you must be restored to the job and benefits ou 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;

are obligated to serve in the uniformed service;

promotion; or • any benefit of employment

then an employer may not deny you:

because of this status.

have applied for membership in the uniformed service; or

initial employment; • reemployment; • retention in employment;

continue your existing employer-based health plan coverage for you and your you return to work or apply for reemployment in a timely manner after 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, exclusions) except for service-connected illnesses or injuries.

> contact VETS at **1-866-4-USA-DOL** or visit its website at 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.

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. U.S. Department of Labo 1-866-487-2365 Employer Support Of The Guard And Reserve 1-800-336-4590

process.

FMLA - FAMILY AND MEDICAL LEAVE ACT **Your Employee Rights Under the Family and Medical Leave Act**

enforces the FMLA for most employees. Eligible employees can take **up to 12** or approved for the same reason when requesting additional leave. Your **employer** may vorkweeks of FMLA leave in a 12-month period for: The birth, adoption or foster placement of a child with you, Your serious mental or physical health condition that makes you unable to work, To care for your spouse, child or parent with a serious mental or physical health Certain qualifying reasons related to the foreign deployment of your spouse, child leave for their own serious health conditions. Most federal and certain congressio

or parent whó is a military servicemember. eligible employee who is the spouse, child, parent or next of kin of a covered MLA leave in a single 12-month period to care for the servicemember. You have the **employer must:** right to use FMLA leave in **one block of time.** When it is medically necessary or therwise permitted, you may take FMLA leave intermittently in separate blocks of me, or on a reduced schedule by working less hours each day or week. Read Fact sheet #28M(c) for more information. FMLA leave is **not** paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave. ble to take FMLA leave? You are an eligible employee if all of the You work for a covered employer, You have worked for your employer at least 12 months, fou have at least 1,250 hours of service for your employer during the

12 months before your leave, and Your employer has at least 50 employees within 75 miles of your work location.
 Airline flight crew employees have different "hours of service" requirements. ou work for a **covered employer** if **one** of the following applies: You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year. You work for an elementary or public or private secondary school, or You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the file a complaint with WHD or file a private lawsuit against your Office of Personnel Management. ow do I request FMLA leave? Generally, to request FMLA leave you must: Follow your employer's normal policies for requesting leave, Give notice at least 30 days before your need for FMLA leave, or

If advance notice is not possible, give notice as soon as possible.

Office of Personnel Management or Congre · Allow you to take job-protected time off work for a qualifying reason,

notify you in writing About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-protected leave. SCAN ME Where can I find more infor

Salem Central Office Bend ...

yees may be subject to certain limitations in pursuit of direct lawsuits regarding employees are also covered by the law but are subject to the jurisdiction of the U.S. ervicemember with a serious injury or illness may take up to 26 workweeks of What does my employer need to do? If you are eligible for FMLA leave, your Continue your group health plan coverage while you are on leave on the same basis Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of

Your **employer** <u>cannot</u> interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation. After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer <u>must</u> confirm whether you are eligible** or not eligible fo FMLA leave. If your employer determines that you are eligible, your employer must

> WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

wage, and/or overtime pay provisions. Certain narrow exemptions also

rence between the two because employees (unless exempt) are entitled to 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.



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

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

or 1-855-DEJELO-YA (Español)

WORKPLACE ACCOMMODATIONS NOTICE _ is an equal opportunity employer and does not discriminate on the basis of race, religion, color,

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

Assistance with manual labor A reasonable period of leave; or

ordering a duplicate, employers should have their business identification number ready when they call. Contact:

Forms Hotline: 503-947-1488, Option 3

(Company Name)

WITHHOLDING STATUS YOU MAY NEED TO CHECK YOUR WITHHOLDING

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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 **HEALTH INSURANCE PROTECTION**

generally without any waiting periods or exclusions (e.g., pre-existing condition • 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, https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor

Publication Date — May 2022

'hat is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that You do not have to share a medical diagnosis but must provide enough information rovides eligible employees with job-protected leave for qualifying family and to your employer so they can determine whether the leave qualifies for FMLA edical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) protection. You must also inform your employer if FMLA leave was previously taken request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. State

as if you had not taken leave, and

Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you may court. Scan the OR code to learn about our WHD complaint

SICK TIME

All Oregon workers get protected sick time. If you work for an employer with 10 or more employees



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

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.)

Call: 971-245-3844 **Email:** BOLI_help@boli.oregon.gov feels wrong, give us a call. The Bureau of Labor and Web: oregon.gov/boli



LaborLawCenter.com PX理

1-800-745-9970 • Product ID: OR50

EQUAL PAY



> 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 (including language), marital status, sexual orientation, or pay history.

Different pay may be allowed if there is 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 use pay cuts to make your pay equal with other employees. If you need to, you can file a complaint at oregon.gov/boli.

CONTACT US Call: 971-245-3844 If your employer isn't following the law or something

CONTACT US

If your employer isn't following the law or something

Employees (current and former), including

Union members and applicants for membership

State and local governments (as employers)

Under the EEOC's laws, an employer may not

discriminate against you, regardless of your

Sex (including pregnancy, childbirth, and

genetic services, or family medical history)

of employment, including the executive level.

organizations.

CONTACT US

Genetic İnformation (including employer requests

for, or purchase, use, or disclosure of genetic tests,

to ensure equality of opportunity in all aspects of employment.

compensation or the compensation of other applicants or employees.

mmigration status, on the bases of:

managers and temporary employees

hat Organizations are Covered?

Educational institutions (as employers)

Most private employers

or gender identity)

Age (40 and older

Email: BOLI_help@boli.oregon.gov feels wrong, give us a call. The Bureau of Labor and Web: oregon.gov/boli Industries is here to enforce these laws and protect you. Se habla español.

discrimination, or participating in a discrimination

Interference, coercion, or threats related

to exercising rights regarding disability

discrimination or pregnancy accommodation What Employment Practices can be Challenged Discharge, firing, or lay-off physical conduct) What Types of Employment Discrimination are

belief, observance or practice Job training Classification related medical conditions, sexual orientation, Referral Obtaining or disclosing genetic information

of employees

interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation What can You Do if You Believe Discriminati

following ways: **Submit** an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx **Call** 1–800–669–4000 (toll free) 1-800-669-6820 (TTY)

from opposing discrimination, filing a charge, or discrimination, is available at participating in an investigation or proceeding www.eeoc.gov. **EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS**

> U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210

nental limitations of an otherwise qualified individual with a disability who is submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district in applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ office, listed in most telephone directories under U.S. Government, Department and advance in employment qualified individuals with disabilities at all levels of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact. PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as

covered by Title VI if the primary objective of the financial assistance is provision who, with or without reasonable accommodation, can perform the essential f employment, or where employment discrimination causes or may cause functions of the job. If you believe you have been discriminated against in a

CAPTIVE AUDIENCES

▶ You have a right to not attend or participate in employer-sponsored meetings or communication that is primarily about your employer's

employee who has declined to attend a captive audience meeting or made a good faith report of a violation of this protection.



OCCUPATIONAL SAFETY AND HEALTH PROTECTION



Display this poster where all your workers can see it!

Oregon Administrative Rule 437-001-257(2)(a).

FOR MORE INFORMATION, copies

of the Oregon Safe Employment Act,

specific safety and health standards,

国 [法] File a complaint

with Oregon

advice or assistance, call:

Portland.

Know your rights

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 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

You have the right to request your workplace injury and illness log, known as the "OSHA 300 log" and "OSHA 300A You have the right to know about hazardous substances

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

standards, and its trained safety and health compliance officers conduct workplace inspections to ensure compliance with the Oregon Safe Employment Act.

administration of the Oregon Safe Employment Act can do so by contacting: **OSHA San Francisco Regional Office**

You have a right to a safe and healthful workplace



EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. Retaliation for filing a charge, reasonably opposing
 Conduct that coerces, intimidates, threatens, or lawsuit, investigation, or proceeding

> (180 or 300 days, depending on where you live/ work). You can reach the EEOC in any of the

the EEOC, including information about filing a charge of

you are protected under Federal law from discrimination on the following bases: years of discharge or release from active duty), active duty wartime or campaign ce, Color, Religion, Sex, Sexual Orientation, Gender Identity, National badge veterans, or Armed Forces service medal veterans gin Executive Order 11246, as amended, prohibits employment **Retaliation** Retaliation is prohibited against a person who files a complaint liscrimination by Federal contractors based on race, color, religion, sex, sexual of discrimination, participates in an OFCCP proceeding, or otherwise opposes prientation, gender identity, or national origin, and requires affirmative action discrimination by Federal contractors under these Federal laws. Any person

ility Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, 1-800-397-6251 (toll-free lischarge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 includes not making reasonable accommodation to the known physical or to access telecommunications relay services. OFCCP may also be contacted by

Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, amended, prohibits employment discrimination on the basis of disability in any prohibits discrimination on the basis of race, color or national origin in programs program or activity which receives Federal financial assistance. Discrimination or activities receiving Federal financial assistance. Employment discrimination is is prohibited in all aspects of employment against persons with disabilities

discrimination in providing services under such programs. Title IX of the Education program of any institution which receives Federal financial assistance, you Amendments of 1972 prohibits employment discrimination on the basis of sex in should immediately contact the Federal agency providing such assistance. educational programs or activities which receive Federal financial assistance.

Religion, Politics, Labor Unions & Captive Audiences

opinion on labor unions or religious or political matters. This includes meetings or communication regarding joining or not joining a union.

Exceptions apply to employers which are religious or political

Industries is here to enforce these laws and protect you. Se habla español.

at the workplace. Your employer must correct workplace hazards by the date indicated on the citation, and must

> .. 503-378-3272 541-388-6066

541-686-7562 541-776-6030 541-276-9175 503-229-5910 503-378-3274



San Francisco, CA 94103 415-625-2547

回版形 Know your

used in your workplace.

Consultations and training opportunities are available at no charge to Oregon businesses by calling any of the This free poster is available from Oregon OSHA

retaliation

phone numbers listed.

C000-OR-0725-F04

Know Your Rights: Workplace Discrimination is Illegal If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

> All aspects of employment, including: Harassment (including unwelcome verbal or Hiring or promotion Pay (unequal wages or compensation) Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious

companies doing business with the Federal Government. If you are applying for a against, and requires affirmative action to recruit, employ, and advance in

ob with, or are an employee of, a company with a Federal contract or subcontract, employment, disabled veterans, recently separated veterans (i.e., within three

 Requesting or disclosing medical information Additional information about Conduct that might reasonably discourage someone he Department of Labor's Office of Federal Contract Compliance Programs Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance OFCCP) enforces the nondiscrimination and affirmative action commitments of Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination

who believes a contractor has violated its nondiscrimination or affirmative sking About, Disclosing, or Discussing Pay Executive Order 11246, as action obligations under OFCCP's authorities should contact immediately: amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their

Employers are prohibited from taking adverse action against an

You have the right to notify your employer, Oregon OSHA, or both about workplace hazards. You may ask Oregon

if you believe there are unsafe or unhealthy conditions in your workplace. You or your representative may participate in the inspection.

OSHA medical records and personal sampling records.

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.

San Francisco Federal Building 90 7th Street, Suite 2650

ndustries is here to enforce these laws and protect you. Se habla español.

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

OREGON LAWS

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination

1-844-234-5122 (ASL video phone) Visit an EEOC field office (information at <u>www.eeoc.gov/field-office</u>) E-Mail info@eeoc.gov

The Office of Federal Contract Compliance Programs (OFCCP)

Call: 971-245-3844 Email: BOLI_help@boli.oregon.gov If your employer isn't following the law or something feels wrong, give us a call. The Bureau of Labor and Web: oregon.gov/boli

Oregon OSHA adopts occupational safety and health Anyone who wants to register a complaint about the

Oregon OSHA has a staff of trained safety and health professionals available to work with businesses in all industries to improve workplace safety and health.

440-1507 (11/24/COM)

SEE OSHA

— It's the law! —

> You have the right to request an Oregon OSHA inspection

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

whistleblower rights

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