

## OFLA - OREGON FAMILY LEAVE ACT

**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 a 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 per week.)
- ▶ 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 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 active duty.



**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](mailto:BOLI_help@boli.oregon.gov)  
Web: [oregon.gov/boli](http://oregon.gov/boli)  
Se habla español.



## OREGON SICK TIME LAW

**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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## EQUAL PAY LAW

**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, 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](http://oregon.gov/boli).



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## CAPTIVE AUDIENCES

**Religion, Politics & Captive Audiences**

- ▶ You have a right to not attend or participate in employer sponsored meetings or communication that is primarily about your employer's opinion on labor unions or religious or political matters. This includes meetings or communication 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 violation of this protection.
- ▶ Exceptions apply to employers which are religious or political organizations.

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## 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 benefits are provided through Paid Leave Oregon 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 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?**  
If your employer participates in the state program, you can apply for leave with Paid Leave benefits online at [frances.oregon.gov](http://frances.oregon.gov) or download a paper application at [paidleave.oregon.gov](http://paidleave.oregon.gov). If The Oregon Employment Department (OED) denies your benefits, you can appeal the decision.

**What are my rights?**  
If you are eligible for paid leave, your employer can't 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 days. You won't 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 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 complaint with BOLI online, via phone or email.

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Learn more about Paid Leave Oregon  
Web: [paidleave.oregon.gov](http://paidleave.oregon.gov) Call: 833-854-0166 Email: [paidleave@oregon.gov](mailto:paidleave@oregon.gov)

Paid Leave Model Notice Poster EN 12/23

## NOTICE TO 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**  
Standard  
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**  
Portland Metro Area  
\* 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

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## 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.**

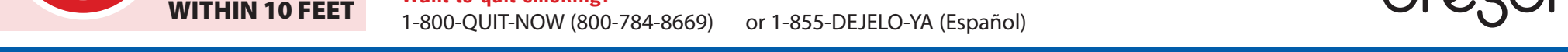
Rev February 2023

## NO SMOKING NOTICE

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-DEJEO-YA (Español)



## OCCUPATIONAL SAFETY AND HEALTH PROTECTION

**IT'S THE LAW!**

**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:

**OSHA San Francisco Regional Office**  
San Francisco Federal Building  
90 7th Street, Suite 2650  
San Francisco, CA 94103  
415-625-2547

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! —

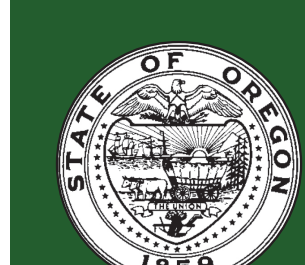
**1-800-922-2689**  
**osha.oregon.gov**

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, advice 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



## 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 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 it 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  
503-947-7815

## 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 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 or gender.
- ▶ **Discrimination** because of race, color, sex, sexual orientation, national origin, religion, marital status, uniformed service, disability, or age is illegal.

### 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 situation, and more.
- ▶ 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.

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