

OREGON FAMILY LEAVE

This time is protected, but often unpaid unless you have vacation, sick, or other paid leave available. However, while on OFLA leave, your employer must let you use any vacation, sick, or other paid leave you have accrued. OFLA leaves are separate from Paid Leave Oregon benefits.

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

OFLA applies to employers with 25 or more employees To be eligible, you must have worked an average of 25 hours per week for 180 days. A separation from employment or removal from the schedule for

or adoption

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

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. » Through 2024, you can also take up to

two additional weeks for the legal process

required for foster child placement

» Pregnancy disability leave In addition to leave for the other reasons listed here, you can take up to 12 additional weeks of time off per year for pregnancy disability before or after the birth of child or for prenatal care.

Your employer must keep giving you the same health insurance benefits as when you are working. When you come back you must be returned to your former job or a similar position if your old job no longer exists. Military family leave (up to 14 days) is also available if your spouse is a service member who has been called to active duty or is on leave from active duty.

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.



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:

which is more restrictive with respect to lie detector tests.

Shift Length

2 hrs or less

2 hrs 1 min -

6 hrs 1 min

10 hrs

10 hrs 1 min -

13 hrs 59 min

14 hrs

14 hrs 1 min -

18 hrs

5 hrs 59 min

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

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?

OREGON LAWS

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, iminating 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,

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. 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 1-866-487-9243 embezzlement, etc.) that resulted in economic loss to the employer. The law does not

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 reaches 18 months of age.
- 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

You must receive overtime pay at 1.5 times your regular pay rate for hours you work over 40 in a workweek (or over 55 if you work in agriculture—over 48 beginning January 1, 2025). 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.



OREGON LAWS

★ 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

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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 Benton, Clatsop, Columbia, Deschutes, Hood River,

\$14.70 per hour

Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, Tillamook, Wasco, Yamhill, parts of ★ Clackamas, Multnomah, & Washington

\$15.95 per hour **Portland Metro Area**

★ Clackamas, Multnomah, & Washington

Nonurban Counties

Sherman, Umatilla, Union, Wallowa, Wheeler

\$13.70 per hour Baker, Coos, Crook, Curry, Douglas, Gilliam, Grant, Harney, Jefferson, Klamath, Lake, Malheur, Morrow, The minimum wage goes up every year. These rates are in effect from July 1, 2024 to June 30, 2025.

Every worker must be paid at least minimum wage. Few exceptions apply

The next minimum wage increase is on July 1, 2025. Using tips to cover minimum wage is illegal in Oregon.

Deductions are allowed if legally required (like taxes) or if you agree in writing and the deduction is for your

benefit. Your paycheck must show this information. If you make close to minimum wage, you may qualify for the Earned Income Tax Credit. Visit eitcoutreach.org

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.

Call: 971-245-3844 Email: BOLI_help@boli.oregon.gov Se habla español.



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, 2023, agricultural workers also earn overtime for hours worked over 55 in a work week (over 48 in a workweek beginning January 1, 2025). ■ 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, 2024 - June 30, 2025

\$14.70 per hour

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

* Clackamas, Multnomah, & Washington

\$13.70 per hour **Nonurban Counties**

\$15.95 per hour

Portland Metro Area

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

CONTACT US

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Call: 971-245-3844 If your employer isn't following the law or something Email: ag.overtime@boli.oregon.gov



★ For Clackamas, Multnomah & Washington

ooundary, you should make the Portland

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here: bit.ly/metroboundary

counties, if you work INSIDE the urban growth

lard rate. Look up your work address

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.



DOMESTIC VIOLENCE PROTECTIONS

If you experience domestic violence, harassment, sexual assault, bias crime, or stalking (or if you are a parent or guardian of a 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 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 are a victim.

CONTACT US

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

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

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 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 one year after the child's birth each time the employee needs to express breast milk. Employers 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.

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 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

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

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 rence 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

WORKPLACE MEETINGS

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.

certificates issued by the Department of Labor.

For information and complaints: 1-866-621-6107 or http://healthoregon.org/morefreshai Want to quit smoking?

1-800-QUIT-NOW (800-784-8669) or 1-855-DEJELO-YA (Español)

oregon

NOTICE TO EMPLOYEES REGARDING WORKPLACE MEETINGS Effective January 1, 2010, an employer or an employer's agent, representative (c) Because the employee, or a person acting on behalf of the employee, or designee may not discharge, discipline or otherwise penalize or threaten makes a good faith report, orally or in writing, of a violation or a

medical conditions

to discharge, discipline or otherwise penalize or take any adverse suspected violation of this section. This paragraph does not apply if the employee knows that the report is false. employment action against an employees (a) Who declines to attend or participate in an employer-sponsored An aggrieved employee may bring a civil action to enforce this section no

meeting or communication with the employer or the agent, later than 90 days after the date of the alleged violation in the circuit court representative or designee of the employer if the primary purpose of of the judicial district where the violation is alleged to have occurred or the meeting or communication is to communicate the opinion of the where the principal office of the employer is located. employer about religious or political matters; b) As a means of requiring an employee to attend a meeting or participate in forums or other communications about religious or political matters for communications described in paragraph (a) of this subsection; or

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

or employee as well as known limitations related to pregnancy, childbirth or

Acquisition or modification of equipment or devices;

Modification of work schedules or job assignments.

More frequent or longer break periods or periodic rest;

accommodations could include

Assistance with manual labor

discrimination and retaliation

Marry or divorce?

or ended a job)

applicants to the uniformed services.

perform service in the uniformed service and:

REEMPLOYMENT RIGHTS

some cases, a comparable job.

because of this status.

• A reasonable period of leave; or

_ is an equal opportunity

Note: This law does not prohibit an employer from offering meetings, which attendance or participation is strictly voluntary. WORKPLACE ACCOMMODATIONS NOTICE

This includes discrimination because of pregnancy, childbirth and related

sex, age, national origin, disability, veteran status, sexual orientation, Deny employment opportunities on the basis of a need for reasonable gender identity, gender expression or any other classification protected accommodation Deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship Take an adverse employment action, discriminate or retaliate because the accommodations for known physical or mental disabilities of an applicant applicant or employee has inquired about, requested or used a reasonable

a related medical condition, such as lactation, unless the accommodation Require an applicant or an employee to accept an accommodation that would cause an undue hardship. Among other possibilities, reasonable is unnecessary. Require an employee to take family leave or any other leave, if the employer can make reasonable accommodation instead.

> To request an accommodation or to discuss concerns or questions **about this notice,** please contact any one of our supervisors or

in the human resources department

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:

503-947-7815

Other

Alternate format available on reques

Employees and job applicants have a right to be free from unlawful [Provide multiple ways for employees to reach out with requests or concerns.]

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

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 be as follows: Monthly Bi-Weekly

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING If you can answer "YES"... Gain or lose a dependent form W-4. See your employer for a copy of Form W-4 or call the Were there major changes to... IRS at 1-800-829-3676. Now is the time to check your withholding. For more Your family wage income (you or your spouse started 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 you filed your last return, you may need to file a new this subject. Publication 213 (Rev. 8-2009) Cat. No. 11047P Department of the Treasury Internal Revenue Service www.irs.gov

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT 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 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 you return to work or apply for reemployment in a timely manner after conclusion of service; and you have not been separated from service with a disqualifying discharge or 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

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

initial employment; • reemployment; • retention in employment;

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:

U.S. Department of Labo 1-866-487-2365

have applied for membership in the uniformed service; or

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 in connection with a proceeding under USERRA, even if that person has no **HEALTH INSURANCE PROTECTION** continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. • Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

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

• The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. • For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation You may also bypass the VETS process and bring a civil action against an

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 nay meet this requirement by displaying the text of this notice where they customarily place notices for employees. Employer Support Of The Guard And Reserve 1-800-336-4590

employer for violations of USERRA.

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

employer in

process.

court. Scan the OR

code to learn about

our WHD complaint

(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

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

or parent whó is a military servicemember. An eligible employee who is the spouse, child, parent or next of kin of a covered ervicemember with a serious injury or illness <u>may</u> take up to 26 workweeks of <u>What does my employer need to do?</u> If you are eligible for FMLA leave, your 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, ou 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. w 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.

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 yees may be subject to certain limitations in pursuit of direct lawsuits regarding Certain qualifying reasons related to the foreign deployment of your spouse, child leave for their own serious health conditions. Most federal and certain congressic employees are also covered by the law but are subject to the jurisdiction of the U.S. · Allow you to take job-protected time off work for a qualifying reason, Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and

WAGE AND HOUR DIVISION

UNITED STATES DEPARTMENT

OF LABOR

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

SCAN ME

Publication Date — May 2022

SICK TIME

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

LaborLawCenter.com



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.)

CONTACT US Call: 971-245-3844

Email: BOLI_help@boli.oregon.gov

EQUAL PAY

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



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

If your employer isn't following the law or something

If your employer isn't following the law or something

Employees (current and former), including

What Types of Employment Discrimination are

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.

CONTACT US

ce, Color, Religion, Sex, Sexual Orientation, Gender Identity, National

to ensure equality of opportunity in all aspects of employment.

compensation or the compensation of other applicants or employees.

related medical conditions, sexual orientation,

mmigration status, on the bases of:

National origin

or gender identity)

Age (40 and older

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.

» 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. You could get back pay and the pay difference you are owed going forward.

CONTACT US

Call: 971-245-3844



EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

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

managers and temporary employees Interference, coercion, or threats related to exercising rights regarding disability Union members and applicants for membership discrimination or pregnancy accommodation What Employment Practices can be Challenged hat Organizations are Covered? Most private employers State and local governments (as employers) All aspects of employment, including: Educational institutions (as employers) Discharge, firing, or lay-off

> Pay (unequal wages or compensation) Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice Benefits Job training

 Classification Referral Obtaining or disclosing genetic information Requesting or disclosing medical information Genetic information (including employer requests of employees for, or purchase, use, or disclosure of genetic tests, Conduct that might reasonably discourage someone

 Conduct that coerces, intimidates, threatens, or 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 Discrimination

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) 1-844-234-5122 (ASL video phone)

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

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

U.S. Department of Labor 200 Constitution Avenue, N.W.

submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact.

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 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 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 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.

Religion, Politics, Labor Unions & 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

made a good faith report of a violation of this protection.

Call: 971-245-3844 Email: BOLI_help@boli.oregon.gov If your employer isn't following the law or something

> You have the right to request an Oregon OSHA inspection

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

国 [法] File a complaint

with Oregon

Pendleton.

Portland.

of the Oregon Safe Employment Act, specific safety and health standards, advice or assistance, call: .. 503-378-3272 Salem Central Office 541-388-6066 Bend ... 541-686-7562 Eugene ..



illness log, known as the "OSHA 300 log" and "OSHA 300A 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

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

officers conduct workplace inspections to ensure compliance with the Oregon Safe Employment Act. Anyone who wants to register a complaint about the

so by contacting: **OSHA San Francisco Regional Office** San Francisco Federal Building

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

You have a right to a safe and healthful workplace

rights

OR-1224-F04



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

 Harassment (including unwelcome verbal or physical conduct) (180 or 300 days, depending on where you live/ Hiring or promotion work). You can reach the EEOC in any of the following ways:

Visit an EEOC field office (information at <u>www.eeoc.gov/field-office</u>)

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 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 badge veterans, or Armed Forces service medal veterans

The Office of Federal Contract Compliance Programs (OFCCP) discrimination based on inquiring about, disclosing, or discussing their

aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or to access telecommunications relay services. OFCCP may also be contacted by nental limitations of an otherwise qualified individual with a disability who is in applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

CAPTIVE AUDIENCES

meetings or communication regarding joining or not joining a union.

employee who has declined to attend a captive audience meeting or

Exceptions apply to employers which are religious or political organizations.



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

OSHA medical records and personal sampling records. You have the right to request your workplace injury and

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

serious physical harm or imminent danger. Oregon OSHA adopts occupational safety and health standards, and its trained safety and health compliance

SEE OSHA

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.

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

E-Mail info@eeoc.gov Additional information about the EEOC, including information about filing a charge of from opposing discrimination, filing a charge, or discrimination, is available at participating in an investigation or proceeding

www.eeoc.gov.

Origin Executive Order 11246, as amended, prohibits employment **Retaliation** Retaliation is prohibited against a person who files a complaint discrimination by Federal contractors based on race, color, religion, sex, sexual of discrimination, participates in an OFCCP proceeding, or otherwise opposes orientation, gender identity, or national origin, and requires affirmative action discrimination by Federal contractors under these Federal laws. Any person

ability Section 503 of the Rehabilitation Act of 1973, as amended, protects Washington, D.C. 20210 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 If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1

educational programs or activities which receive Federal financial assistance.

Employers are prohibited from taking adverse action against an



Know your rights

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

covered under Oregon OSHA's rules. This includes any

administration of the Oregon Safe Employment Act can do

industries to improve workplace safety and health.

国际税回 Know your Know your

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

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

retaliation

whistleblower rights

certify that these hazards have been reduced or eliminated. You have the right to your work-related exposure records

90 7th Street, Suite 2650

phone numbers listed. This free poster is available from Oregon OSHA — It's the law! —

440-1507 (11/24/COM)