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**OREGON & FEDERAL LABOR LAW POSTER** 

LaborLawCenter.com 1-800-745-9970 • Product ID: OR50 Compliance Code: OR-0724-F04 · Check Compliance By Scanning Here >

#### **OREGON FAMILY LEAVE**

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



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

OFLA applies to employers with 25 or more employees.

To be eligible, you must have worked an average of 25 hours per week for 180 days. A separation from employment or removal from the schedule for up to 180 days does not count against eligibility. (During a public health emergency, eligibility starts at just 30 days working 25 or more hours per week.)

You can take up to 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 or adoption

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

Your employer must keep giving you the same health insurance benefits as when you are working. When you come back you must be returned to your former job or a similar position if your old job no longer exists.

• Military family leave (up to 14 days) is also available if your spouse is a service member who has been called to active duty or is on leave from active duty.

#### **CONTACT US**

Call: 971-245-3844 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.



## PAID LEAVE

# **Paid Leave Oregon** What you need to know

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

#### What benefits are provided through Paid Leave Oregon and who What are my rights?

#### is eligible?

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

#### Who pays for Paid Leave Oregon?

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

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

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

#### How do I apply for Paid Leave?

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

Learn more about Paid Leave Oregon

#### 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 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 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 are a victim.

#### Call: 971-245-3844 CONTACT US If your employer isn't following the law Email: BOLI\_help@boli.oregon.gov



## 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 readily see it.

OVERTIME PAY At least 1 1/2 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 claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an

assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

#### **ADDITIONAL INFORMATION** Certain occupations and establishments are exempt from the minimum

wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements. Special provisions apply to workers in American Samoa, the nmonwealth of the Northern Mariana Islands, and the Commonwealth

of Puerto Rico Some state laws provide greater employee protections; employers must comply with both.

Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to kno

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.

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.)

#### **CONTACT US** Call: 971-245-3844 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

Email: BOLI\_help@boli.oregon.gov ndustries is here to enforce these laws and protect you. Se habla español.



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
- » 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.

#### Call: 971-245-3844

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



## **EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL**

erference, coercion, or threats related

#### Know Your Rights: Workplace Discrimination is Illegal



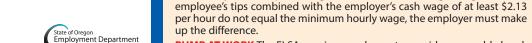
• Retaliation for filing a charge, reasonably opposing • Conduct that coerces, intimidates, threatens, or discrimination, or participating in a discrimination lawsuit, investigation, or proceeding

interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disabi

depending on where you live/

or filing a charge of discrimination

through the EEOC's public portal:



**WHE** 

WH1462 REV 02/22

Rest Breaks Meal Breaks

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OREGON LAWS

rotect You At Work

because you asked about or claimed paid leave benefits. If your employer is not following the law, you have the right to bring a civil suit in court or to file a complaint with the Oregon Bureau of Labor & Industries (BOLI). You can file a

complaint with BOLI online, via phone or email: Web: www.oregon.gov/boli

If you are eligible for paid leave, your employer cannot prevent you from

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

for your employer for at least 90 consecutive calendar days. You will not lose

your pension rights while on leave and your employer must keep giving you

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

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

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

the same health benefits as when you are working.

What if I have questions about my rights?

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

How is my information protected?

#### Call: 971-245-3844 Email: help@boli.oregon.gov



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

#### EMPLOYEE POLYGRAPH PROTECTION ACT

#### EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

#### The Employee Polygraph Protection Act prohibits most private employers from using lie détector 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 ing other rights under the Act. test or for exerci

**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, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft,

embezzlement, etc.) that resulted in economic loss to the employer. The law does not

preempt any provision of any State or local law or any collective bargaining agreemer which is more restrictive with respect to lie detector tests. **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to numerou 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 FORCEMENT The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring

their own court actions. THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

> WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR 1-866-487-9243

Shift Length

2 hrs or less

2 hrs 1 min -

5 hrs 59 min

6 hrs

6 hrs 1 min

10 hrs

10 hrs 1 min

13 hrs 59 min

14 hrs

14 hrs 1 min

18 hrs

# **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 responsibilities:
- » 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 oregon.gov/boli/workers/Pages/meals-and-breaks.aspx for more information.

#### **OVERTIME & PAYCHECKS**

- You must receive overtime pay at 1.5 times your regular pay rate for hours you work over 40 in a workweek (or over 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 guit 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** 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 ndustries is here to enforce these laws and protect you. Se habla español.

# 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**

PUMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for 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. Civil money penalties may also be

**NO SMOKING** 

**OR VAPING** 

WITHIN 10 FEET

the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.

certificates issued by the Department of Labor.

WAGE AND HOUR DIVISION TED STATES DEPARTMENT OF LABOR 1-866-487-9243 WH1088 REV 04/23 www.dol.gov/agencies/whd

OKING 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-DEJELO-YA (Español)

#### WORKPLACE MEETINGS

NO SMOKING NOT

#### NOTICE TO EMPLOYEES REGARDING WORKPLACE MEETINGS

Effective January 1, 2010, an employer or an employer's agent, (c) Because the employee, or a person acting on behalf of the employee, representative or designee may not discharge, discipline or otherwise penalize or threaten to discharge, discipline or otherwise penalize or take any adverse employment action against an employee: (a) Who declines to attend or participate in an employer-sponsored An aggrieved employee may bring a civil action to enforce this section

meeting or communication with the employer or the agent, no later than 90 days after the date of the alleged violation in the circuit representative or designee of the employer if the primary purpose of court of the judicial district where the violation is alleged to have the meeting or communication is to communicate the opinion of occurred or where the principal office of the employer is located.

the employee knows that the report is false.

Note: This law does not prohibit an employer from offering meetings, b) As a means of requiring an employee to attend a meeting or participate forums or other communications about religious or political matters for in communications described in paragraph (a) of this subsection; or which attendance or participation is strictly voluntary. Revised 01/2010

This includes discrimination because of pregnancy, childbirth and

Company Name

Deny employment opportunities on the basis of a need for reasonable

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 i

receives the "Guaranty Contract" from the insurer. Employers should

receive this notice after purchasing workers' compensation insurance.

Employers not receiving the notice or requiring a duplicate notice

should call the Workers' Compensation Division. Contact:

Department of Consumer and Business Services,

503-947-7815

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

in the human resources department.

Alternate format available on reques

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

makes a good faith report, orally or in writing, of a violation or a

suspected violation of this section. This paragraph does not apply if

#### WORKPLACE ACCOMMODATIONS NOTICE

\_ is an equal opportunity Company Name 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 · Deny reasonable accommodation for known limitations, unless the

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,

Require an applicant or an employee to accept an accommodation that is unnecessary. other possibilities, reasonable accommodations could include: • Require an employee to take family leave or any other leave, if the employer can make reasonable accommodation instead.

For this reason

related medical conditions.

accommodation

- 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 202

# 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

#### Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special

State and local governments (as em Educational institutions (as employe Unions Staffing agencies

SMOKE**FREE** 

will not

oregon

What Types of Employment Discrir Jnder the EEOC's laws, an employer i criminate against you, regardless o nigration status, on the bases of: eligion ational origin ex (including pregnancy, childbirth lated medical conditions, sexual o gender identity) e (40 and older) sability Genetic information (including emp for, or purchase, use, or disclosure o genetic services, or family medical history)

• Employees (current and former), including

managers and temporary employees

Nho is Protected

od applicants

Union members and applicants for membership	to exercising rights regarding disability	discrimination (including accommodation) or		
in a union	discrimination or pregnancy accommodation	pregnancy accommodation		
Vhat Organizations are Covered?	What Employment Practices can be Challenged	What can You Do if You Believe Discriminati		
Most private employers	as Discriminatory?	has Occurred?		
State and local governments (as employers)	All aspects of employment, including:	Contact the EEOC promptly if you suspect		
Educational institutions (as employers)	Discharge, firing, or lay-off	discrimination. Do not delay, because there are		
Unions	Harassment (including unwelcome verbal or	strict time limits for filing a charge of discrimina		
Staffing agencies	physical conduct)	(180 or 300 days, depending on where you live		
Vhat Types of Employment Discrimination are	Hiring or promotion	work). You can reach the EEOC in any of the		
llegal?	Assignment	following ways:		
Inder the EEOC's laws, an employer may not	<ul> <li>Pay (unequal wages or compensation)</li> </ul>	Submit an inquiry through the EEOC's public po		
liscriminate against you, regardless of your	Failure to provide reasonable accommodation	Submit an inquiry through the EEOC's public po https://publicportal.eeoc.gov/Portal/Login.aspx		
mmigration status, on the bases of:	for a disability; pregnancy, childbirth, or related	<u>Intips://publicpontal.eeoc.gov/Pontal/Login.aspx</u>		
Race	medical condition; or a sincerely-held religious	Call 1-800-669-4000 (toll free)		
Color	belief, observance or practice	1–800–669–6820 (TTY)		
Religion	Benefits	1–844–234–5122 (ASL video phone)		
National origin	Job training			
Sex (including pregnancy, childbirth, and	Classification	Visit an EEOC field office (information at		
related medical conditions, sexual orientation,	Referral	<u>www.eeoc.gov/field-office</u> )		
or gender identity)	<ul> <li>Obtaining or disclosing genetic information</li> </ul>			
Age (40 and older)	of employees	E-Mail <u>info@eeoc.gov</u>		
Disability	<ul> <li>Requesting or disclosing medical information</li> </ul>	Additional information about		
Genetic information (including employer requests	of employees	the EEOC, including information		
for, or purchase, use, or disclosure of genetic tests.	Conduct that might reasonably discourage someone	about filing a charge of		

nation about ng information arge of 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

(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 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 rou are protected under Federal law from discrimination on the following bases: years of discharge or release from active duty), active duty wartime or campaign ace, Color, Religion, Sex, Sexual Orientation, Gender Identity, National 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 o ensure equality of opportunity in all aspects of employment. sking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. **Disability** Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, 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 mental limitations of an otherwise qualified individual with a disability who is submitting a question online to OFCCP's Help Desk at an 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 of Labor and on OFCCP's "Contact Us" webpage at of employment, including the executive level.

educational programs or activities which receive Federal financial assistance.

he Department of Labor's Office of Federal Contract Compliance Programs Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance badge veterans, or Armed Forces service medal veterans.

who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free)

ncludes not making reasonable accommodation to the known physical or to access telecommunications relay services. OFCCP may also be contacted by https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department 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 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 of 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.

(Revised 6/27/2023)

#### **CAPTIVE AUDIENCES**

#### **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 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.

Call: 971-245-3844

Email: BOLI\_help@boli.oregon.gov

Exceptions apply to employers which are religious or political organizations.





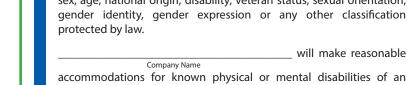
CONTACT US

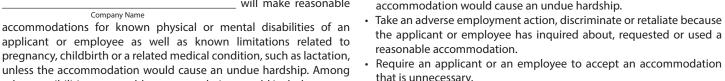
If your employer isn't following the law or something

feels wrong, give us a call. The Bureau of Labor and Web: oregon.gov/boli

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







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

# \$14.70 per hour

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

# \$15.95 per hour

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

# \$13.70 per hour

#### Nonurban Counties

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

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

Call: 971-245-3844

- The minimum wage goes up every year. These rates are in effect from July 1, 2024 to June 30, 2025.
- The next minimum wage increase is on July 1, 2025.

#### Using tips to cover minimum wage is illegal in Oregon.

- Deductions are allowed if legally required (like taxes) or if you agree in writing and the deduction is for your benefit. Your paycheck must show this information.
- If you make close to minimum wage, you may qualify for the Earned Income Tax Credit. Visit eitcoutreach.org

#### **CONTACT US**

**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 Industries is here to enforce these laws and protect you. 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

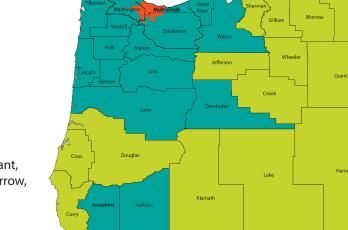
# **\$14.70** per hour

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



**Portland Metro Area** 





# 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

Title: \_

Your tax credits?	Employer: Please post or publish this Bulletin Board		
If you can answer "YES"	Poster so that your employees will see it. Please		
To any of these questions or you owed extra tax	indicate where they can get forms and information		
when you filed your last return, you may need to file	on this subject.		
a new form W-4.	Publication 213		
See your employer for a copy of Form W-4 or call the			
IRS at 1-800-829-3676.	<b>EXAMPLE R</b> (Rev. 8-2009)		
Now is the time to check your withholding. For more	Cat. No. 11047P		
details, get Publication 919, How Do I Adjust My Tax			
Withholding?, or use the Withholding Calculator at	Department of the Treasury		
www.irs.gov/individuals on the IRS website.	Internal Revenue Service www.irs.gov		
	• Your tax credits? <b>If you can answer "YES"</b> To any of these questions or you owed extra tax when you filed your last return, you may need to file a new 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 Withholding?, or use the Withholding Calculator at		

#### **USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT**

#### YOUR RIGHTS UNDER USERRA

# IT'S



#### 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.

rights

2 You have the right to notify your employer, Oregon OSHA,

OSHA to keep your name confidential.

or both about workplace hazards. You may ask Oregon

- 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.
- 2 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.
- 2 You have the right to request your workplace injury and illness log, known as the "OSHA 300 log" and "OSHA 300A summary."
- You have the right to know about hazardous substances used in your workplace.

You have the right to file a complaint with the Oregon Bureau of Labor and Industries (BOLI) within one year, or with federal OSHA within 30 days, of discrimination by your employer for making safety and health complaints or for exercising your rights under the Oregon Safe Employment Act.

The Oregon Safe Employment Act of 1973 provides job safety and health protection for workers through the promotion of safe and healthful working conditions throughout the state. The Oregon Occupational Safety and Health Division (Oregon OSHA) of the Department of Consumer and Business Services has the primary responsibility for administering the act. This includes the right to refuse work that would expose you to serious physical harm or imminent danger.

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

Anyone who wants to register a complaint about the administration of the Oregon Safe Employment Act can do so by contacting:

> **U.S. Department of Labor** OSHA Region 10 20425 72nd Ave South, Suite 150A Kent, WA 98032-2388 206-757-6700

Oregon OSHA has a staff of trained safety and health professionals available to work with businesses in all industries to improve workplace safety and health. Consultations and training opportunities are available at no charge to Oregon businesses by calling any of the phone numbers listed.

This free poster is available from Oregon OSHA

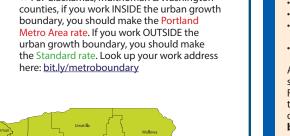


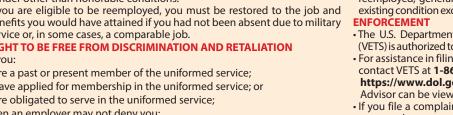
Usila.Ulegui	y
FOR MORE INFORMATION, copies	m -
of the Oregon Safe Employment Act,	
specific safety and health standards,	
advice or assistance, call:	

davice of assistance, call.		
Salem Central Office	. 503-378-3272	
Bend	. 541-388-6066	
Eugene	541-686-7562	
Medford	541-776-6030	LA
Pendleton	. 541-276-9175	S
Portland	503-229-5910	
Salem	503-378-3274	



★ For Clackamas, Multnomah & Washington





HEALTH INSURANCE PROTECTION • If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., preexisting condition exclusions) except for service-connected illnesses or injuries.

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

• 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 employer for violations of USERRA. Publication Date — May 2022

# Office of Special Counse

## **FMLA - FAMILY AND MEDICAL LEAVE ACT**

#### Your Employee Rights Under the Family and Medical Leave Act

nat is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law You do not have to share a medical diagnosis but must provide enough hat provides eligible employees with **job-protected leave** for qualifying family information to your employer so they can determine whether the leave qualifies for and medical reasons. The U.S. Department of Labor's Wage and Hour Division FMLA protection. You must also inform your employer if FMLA leave was (WHD) enforces the FMLA for most employees. Eligible employees can take up previously taken or approved for the same reason when requesting additional to 12 workweeks of FMLA leave in a 12-month period for: eave. Your **employer <u>may</u> request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency. The The birth, adoption or foster placement of a child with you, Your serious mental or physical health condition that makes you unable to work, FMLA does not affect any federal or state law prohibiting discrimination or To care for your spouse, child or parent with a serious mental or physical health supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. State employees may be subject to certain Certain qualifying reasons related to the foreign deployment of your spouse, limitations in pursuit of direct lawsuits regarding leave for their own serious health child or parent who is a military servicemember. In eligible employee who is the spouse, child, parent or next of kin of a covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel ember with a serious injury or illness may take up to 26 workweeks of Management or Congress. FMLA leave in a single 12-month period to care for the servicemember. You have What does my employer need to do? If you are eligible for FMLA leave, your

he right to use FMLA leave in **one block of time.** When it is medically necessary employer <u>must</u>: otherwise permitted, you may take FMLA leave intermittently in separate • 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 blocks of time, or on a reduced schedule by working less hours each day or veek. 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 • Allow you to return to the same job, or a virtually identical job with the same

employer-provided paid leave if your employer's paid leave policy covers the pay, benefits and other working conditions, including shift and location, at the son for which you need FMLA leave. end of your leave. ake FMI A leave? You a nployer <u>cannot</u> following apply: 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 You work for a covered employer You have worked for your employer at least 12 months, investigation. After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are You have at least 1,250 hours of service for your employer during the 12 months before your leave, and eligible or not eligible for FMLA leave. If your employer Your employer has at least 50 employees within 75 miles of your work location. determines that you are eligible, your **employer** <u>must</u> SCAN ME Airline flight crew employees have different "hours of service" requirements. notify you in writing: You work for a **covered employer** if **<u>one</u>** of the following applies: About your FMLA rights and responsibilities, and You work for a private employer that had at least 50 employees during at least • How much of your requested leave, if any, will be 20 workweeks in the current or previous calendar year, FMLA-protected leave. You work for an elementary or public or private secondary school, or Where can I find more information You work for a public agency, such as a local, state or federal government Call 1-866-487-9243 or visit dol.gov/fmla agency. Most federal employees are covered by Title II of the FMLA, administered to learn more. If you believe your rights by the Office of Personnel Management. under the FMLA have been violated, you low do I request FMLA leave? Generally, to request FMLA leave you must: may file a complaint with WHD or file a Follow your employer's normal policies for requesting leave, private lawsuit against your employer in WAGE AND HOUR DIVISION Give notice at least 30 days before your need for FMLA leave, or court. Scan the QR code to learn about UNITED STATES DEPARTMENT OF LABOR If advance notice is not possible, give notice as soon as possible. our WHD complaint process.











OREGON LAWS

Other

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 applicants to the uniformed services. REEMPLOYMENT RIGHTS

ondition, and

Weekly

You have the right to be reemployed in your civilian job if you leave that job enforcement of USERRA rights, including testifying or making a statement perform service in the uniformed service and: you ensure that your employer receives advance written or verbal notice service connection

of your service you have five years or less of cumulative service in the uniformed services while with that particular employer;

you return to work or apply for reemployment in a timely manner after onclusion 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

service or, in some cases, a comparable job. **GHT TO BE FREE FROM DISCRIMINATION AND RETALIATION** 

• are a past or present member of the uniformed service; have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer may not deny you:

initial employment; • reemployment; • retention in employment; promotion; or • any benefit of employment because of this status.

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 Labor 1-866-487-2365

Employer Support Of The Guard And Reserve 1-800-336-4590



#### \$13.70 per hour

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

**CONTACT US** Call: 971-245-3844 Email: ag.overtime@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 Industries is here to enforce these laws and protect you. Se habla español.





OR-0724-F04