OFLA - OREGON FAMILY LEAVE ACT

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



This time is protected, but often unpaid unless you have vacation, sick, or other paid leave available. Paid family leave will be To be eligible, you must have worked an average of 25 hours per week for 180 days - just 180 days for parental leave. Separation from

employment or removal from the schedule for up to 180 days does not count against eligibility. During a public health emergency, you are eligible for all types of OFLA leave after working for at least 30 days prior at an average of at least 25 hours per week. Your employer must have at least 25 employees. You can take up to a total of 12 weeks of time off per year for any of these reasons.

» Parental leave for either parent to » Pregnancy disability leave before or after » Sick child leave for your child with an take time off for the birth, adoption, birth of child or for prenatal care. You can take illness, injury or condition that requires or foster placement of a child. If you up to 12 weeks of this in addition to 12 weeks home care but is not serious, or to care for a use all 12 weeks, you can take up to 12 for any reason listed here. child whose school or place of care is closed more weeks for sick child leave. because of a public health emergency.

» Military family leave up to 14 days if your » Serious health condition of your spouse is a service member who has been called » Bereavement leave for up to 2 weeks to active duty or is on leave from active duty. after the death of a family member.

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

Call: 971-245-3844

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

own, or to care for a family member.

Email: BOLI_help@boli.oregon.gov Web: oregon.gov/boli 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.

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

to certain prospective employees of security service firms (armored car, alarm, and

permits polygraph testing, subject to restrictions, of certain employees of private firms

juard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also

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

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

Learn more about Paid Leave Oregon

Web: www.oregon.gov/boli

Email: help@boli.oregon.gov

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | **EMPLOYEE POLYGRAPH PROTECTION ACT** The Employee Polygraph Protection Act prohibits most private employers from

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

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

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?

complaint with BOLI online, via phone or email:

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

How is my information protected?

using lie detector tests either for pre-employment screening or during the course of employment. which is more restrictive with respect to lie detector tests. **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to numerou **PROHIBITIONS** Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, 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. or discriminating against an employee or prospective employee for refusing to take a

2 hrs or less

2 hrs 1 min

5 hrs 59 min

6 hrs

6 hrs 1 min

10 hrs

14 hrs

14 hrs 1 min

18 hrs

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.

UNITED STATES DEPARTMENT OF LABOR 1-866-487-9243

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BREAKS & OVERTIME

Your employer is required to give you breaks free from work responsibilities. There are specific rules about overtime pay and paychecks. **BREAKS & MEALS** Shift Length | Rest Breaks | Meal Breaks

- 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
- 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). There are exceptions but they are uncommon. ▶ Regular paydays are required by law. You must receive a paycheck at least
- every 35 days. Your employer must provide you with a detailed paystub. If you are fired or permanently laid off, you must get your last paycheck
- by the end of the next business day. If you quit with 48+ hours' notice, you must get your last paycheck on
- your last day of employment. If you do not give 48 hours' notice, you must get your last paycheck within 5 business days or the next payday, whichever is first.

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.



OREGON LAWS Protect You At Work

t The minimum wage you should get

depends on your employer's exact

address. If you work INSIDE the urban growth boundary, you should make at

least \$15.45. If you work OUTSIDE the

make at least \$14.20. Look up your work

address here: bit.ly/metroboundary

urban growth boundary, you should

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination. For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

OREGON MINIMUM WAGE

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

\$14.20 per hour

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

\$15.45 per hour

Portland Metro Area ★ Clackamas, Multnomah, & Washington

\$13.20 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. There are exceptions but they are uncommon. ▶ The minimum wage goes up every year. These rates are in effect from July 1, 2023 to June 30, 2024.

The next minimum wage increase is on July 1, 2024. Tip credits are illegal in Oregon.

Deductions are allowed if legally required or if you agree in writing and the deduction is for your benefit. Your paycheck must show this information.

If you make close to minimum wage, you may qualify for the Earned Income Tax Credit. Visit eitcoutreach.org

CONTACT US

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.



NOTICE TO AGRICULTURAL WORKERS

■ In general, agricultural workers must be paid at least the minimum wage for the region where your employer is located. ■ Effective January 1, 2023, agricultural workers also earn overtime for hours worked over 55 in a workweek.

Call: 971-245-3844

Se habla español.

Web: oregon.gov/boli

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.

■ 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.

Minimum Wage + Overtime Exceptions

Agricultural employers are not required to pay minimum wage or overtime to:

■ Members of the employer's immediate family. Local hand harvest or pruning workers who are paid

piece rate and who worked fewer than 13 weeks during the previous calendar year.

Migrant hand harvest workers 16 or younger who are paid the same piece rate as workers over 16.

■ Workers mainly engaged in the range production of

■ Hand harvest and pruning workers who are paid piece rate and work for an employer who did not exceed 500 piecerate- work-days* of agricultural labor in any quarter

of the previous calendar year.

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.

CONTACT US

*A piece-rate-work-day accrues for each day an employee performs piece rate agricultural labor for at least one hour. If you make close to minimum wage, you may qualify for the Earned Income Tax Credit. Visit eitcoutreach.org to check.

July 1, 2023 - June 30, 2024

\$14.20 per hour

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

\$15.45 per hour **Portland Metro Area** 🛨 Clackamas, Multnomah, & Washington

\$13.20 per hour Nonurban Counties Baker, Coos, Crook, Curry, Douglas, Gilliam, Grant, Harney, Jefferson, Klamath,

Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wheeler ★ The minimum wage you should get depends on your employer's exact address. If you work INSIDE the urban growth boundary, you should make at least \$15.45. If you work OUTSIDE the urban growth boundary, you should make at least \$14.20. Look up your work address here: bit.ly/metroboundary

OREGON LAWS Email: BOLI_help@boli.oregon.gov

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. Discrimination because of race, color, sex, sexual orientation, national

origin, religion, marital status, uniformed service, disability, or age is illegal. Sexual harassment can look like unwelcome sexual advances, requests for sexual favors, or conduct of a sexual nature (verbal, physical, or visual), that is directed toward an individual.

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.

DOMESTIC VIOLENCE PROTECTIONS

If you experience domestic violence, harassment, sexual assault, or stalking (or if you are a parent or quardian 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.

CONTACT US

can readily see it.

up the difference.

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 BOLI_help@boli.oregon.gov Se habla español.



FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009 The law requires employers to display this poster where employees assessed for violations of the FLSA's child labor provisions. Heightened civil

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 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

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

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 **OVERTIME PAY** At least 1 ½ times your regular rate of pay for all hours 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 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 kno the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not. Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



Under Oregon's Indoor Clean Air Act this business is smoke, aerosol and vapor

OR VAPING WITHIN 10 FEET



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

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

NOTICE TO EMPLOYEES REGARDING WORKPLACE MEETINGS

WORKPLACE ACCOMMODATIONS NOTICE

that is unnecessary.

will make reasonable

is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation, gender identity, gender expression or any other classification

accommodations for known physical or mental disabilities of an applicant or employee as well as known limitations related to pregnancy, childbirth or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship. Among other possibilities, reasonable accommodations could include: Acquisition or modification of equipment or devices;

protected by law.

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

More frequent or longer break periods or periodic rest;

Assistance with manual labor

discrimination and retaliation.

Weekly

Marry or divorce?

Gain or lose a dependent?

Were there major changes to..

Your itemized deductions?

Since you last filed form W-4 with your employer

This includes discrimination because of pregnancy, childbirth and related medical conditions.

• Deny employment opportunities on the basis of a need for reasonable 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 applicant or employee has inquired about, requested or used a reasonable accommodation. Require an applicant or an employee to accept an accommodation

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. [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:

Poster so that your employees will see it. Please

(Rev. 8-2009)

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 503-947-7815 PAYDAY NOTICE

(Company Name) Shall be as follows:

Regular Paydays for Employees of

Bi-Weekly Othe Monthly

WITHHOLDING STATUS YOU MAY NEED TO CHECK YOUR WITHHOLDING

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 Your nonwage income (interest, dividends, capita Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Your family wage income (you or your spouse Department of the Treasury www.irs.gov/individuals on the IRS web 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 applicants to the uniformed services.

perform service in the uniformed service and: you ensure that your employer receives advance written or verbal notice 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 you have not been separated from service with a disqualifying discharge or

HEALTH INSURANCE PROTECTION 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 nder other than honorable conditions f you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

 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

GHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

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

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

reemployed, generally without any waiting periods or exclusions (e.g., preexisting condition exclusions) except for service-connected illnesses or injuries. • The U.S. Department of Labor, Veterans Employment and Training Service $(VETS) is authorized to investigate and resolve complaints of USERRA\ violations.$ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at 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

Office of Special Counsel, as applicable, for representation.

equest that your case be referred to the Department of Justice or the

• You may also bypass the VETS process and bring a civil action against an because of this status. employer for violations of USERRA. The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

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

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

nat provides eligible employees with job-protected leave for qualifying family information to your employer so they can determine whether the leave qualifies for nd 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 to 12 workweeks of FMLA leave in a 12-month period for: The birth, adoption or foster placement of a child with you, To care for your spouse, child or parent with a serious mental or physical health Certain qualifying reasons related to the foreign deployment of your spouse,

child or parent who is a military servicemember.

You have worked for your employer at least 12 months,

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.

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 ne right to use FMLA leave in **one block of time.** When it is medically necessary otherwise permitted, you may take FMLA leave **intermittently in separate** • Allow you to take job-protected time off work for a qualifying reason, **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 employer-provided paid leave if your employer's paid leave policy covers the son for which you need FMLA leave. following apply: You work for a covered employer

You 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. You 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 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. ow do I request FMLA leave? Generally, to request FMLA leave you must:

(WHD) enforces the FMLA for most employees. Eligible employees can take up previously taken or approved for the same reason when requesting additional 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 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 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 imitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by n eligible employee who is the spouse, child, parent or next of kin of a covered the law but are subject to the jurisdiction of the U.S. Office of Personnel What does my employer need to do? If you are eligible for FMLA leave, your • Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and

• 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

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 must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer** <u>must</u> SCAN ME notify you in writing: About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be

FMLA-protected leave.

our WHD complaint process.

Where can I find more information

under the FMLA have been violated, you

private lawsuit against your employer in

court. Scan the QR code to learn about

may file a complaint with WHD or file a

WH1420 REV 04/23 WAGE AND HOUR DIVISION 440-1507 (12/21/COM) UNITED STATES DEPARTMENT OF LABOR

advice or assistance, call:

541-388-6066 541-686-7562 Medford. 541-776-6030 Pendleton 541-276-9175 Portland. 503-229-5910 503-378-3274

with Oregon

Display this poster where all your workers can see it! Oregon Administrative Rule 437-001-257(2)(a).

OREGON SICK TIME LAW

All Oregon workers get protected 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

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

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.

CONTACT US

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



EQUAL PAY LAW

Your employer must pay you the same amount as other people 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, marital status, sexual orientation, or pay history. Different pay may be allowed if there is system based on bona fide factors including one or more of the following: seniority, merit, a system that measures earnings by quantity or quality of production, workplace 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 or the pay difference you are owed.

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

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

OREGON LAWS

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. Retaliation for filing a charge, reasonably opposing
Conduct that coerces, intimidates, threatens, or

lawsuit, investigation, or proceeding

· Harassment (including unwelcome verbal or

discrimination, or participating in a discrimination

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? as Discriminatory? Most private employers All aspects of employment, including: State and local governments (as employers) Educational institutions (as employers) Discharge, firing, or lay-off

Employees (current and former), including

What Types of Employment Discrimination are

Sex (including pregnancy, childbirth, and

related medical conditions, sexual orientation,

o ensure equality of opportunity in all aspects of employment.

of employment, including the executive level.

CONTACT US

feels wrong, give us a call. The Bureau of Labor and

compensation or the compensation of other applicants or employees.

discharge, pay, fringe benefits, job training, classification, referral, and other

managers and temporary employees

Staffing agencies

Religion

SMOKEFREE

oregon

National origin

 Assignment Under the EEOC's laws, an employer may not Pay (unequal wages or compensation) discriminate against you, regardless of your Failure to provide reasonable accommodation mmigration status, on the bases of: for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice Benefits

Job training

Referral

Classification

physical conduct)

Hiring or promotion

 Obtaining or disclosing genetic information or gender identity) Age (40 and older) of employees Requesting or disclosing medical information Genetic information (including employer requests of employees for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)

• Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or discrimination, is available at participating in an investigation or proceeding

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 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 ou 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 badge veterans, or Armed Forces service medal veterans

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 The Office of Federal Contract Compliance Programs (OFCCP) discrimination based on inquiring about, disclosing, or discussing their U.S. Department of Labor 200 Constitution Avenue, N.W. **Disability** Section 503 of the Rehabilitation Act of 1973, as amended, protects Washington, D.C. 20210 qualified individuals with disabilities from discrimination in hiring, promotion,

n 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 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.

educational programs or activities which receive Federal financial assistance.

Religion, Politics & Captive Audiences



You have a right to not attend or participate in employer-sponsored meetings or communication that is primarily about your employer's Employers are prohibited from taking adverse action against an employee who has made a good faith report of a violation of this

Exceptions apply to employers which are religious or political organizations.







You have a right to a safe and healthful workplace

OSHA about workplace hazards. You may ask Oregon OSHA to keep your name confidential. You have the right to request an Oregon OSHA inspection if you believe that there are unsafe or unhealthy conditions in your workplace. You or your representative may participate in the inspection. You have the right to report a work-related injury or illness, without being retaliated against.

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

> OSHA Region X 1111 Third Ave., Suite 715 Seattle, WA 98101-3212 206-553-5930

You have a right to see Oregon OSHA citations issued to your employer. Your employer must post the citations at the workplace. Your employer must correct workplace hazards by the

request the workplace injury and illness log. You have the right to know about hazardous substances used in your workplace.

promotion of safe and healthful working conditions throughout the state. The Oregon Occupational Safety and Health Division (Oregon OSHA) of the Department of Consumer and Business Services has the primary responsibility for administering the act. Oregon OSHA issues occupational safety and health

professionals available to work with businesses in all

or someone assisting or encouraging someone else to exercise rights, regarding disab discrimination (including accommodation) or pregnancy accommodation What can You Do if You Believe Discrimination has Occurred? Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/

interferes with someone exercising their rights,

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)

Visit an EEOC field office (information at

work). You can reach the EEOC in any of the

www.eeoc.gov/field-office) E-Mail info@eeoc.gov Additional information about the EEOC, including information about filing a charge of

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 prientation, gender identity, or national origin, and requires affirmative action discrimination by Federal contractors under these Federal laws. Any person

following ways:

1–800–397–6251 (toll-free) 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

ncludes not making reasonable accommodation to the known physical or to access telecommunications relay services. OFCCP may also be contacted by mental limitations of an otherwise qualified individual with a disability who is submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department

CAPTIVE AUDIENCES







osha.oregon.gov



industries to improve workplace safety and health. Consultations and training opportunities are calling any of the phone numbers listed.

employer for making safety and health complaints or for exercising your rights under the Oregon Safe

these hazards have been reduced or eliminated. You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions. Additionally, you may

standards, and its trained safety and health compliance

Email: BOLI_help@boli.oregon.gov If your employer isn't following the law or something Web: oregon.gov/boli Se habla español. Industries is here to enforce these laws and protect you.

Know your

Labor and Industries within one year, or with federal OSHA within 30 days, of discrimination by your

date indicated on the citation and must certify that

U.S. Department of Labor

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

Oregon OSHA has a staff of trained safety and health

You have the right to notify your employer or Oregon

1-800-922-2689

LOSHA

retaliation

officers conduct job-site inspections to ensure compliance with the Oregon Safe Employment Act.

> available at no charge to Oregon businesses by This free poster is available from Oregon OSHA — It's the law! —

You can file a complaint with the Oregon Bureau of

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