

Labor Law Compliance Center

OREGON

Labor Law Compliance Center
posters@laborlawcc.com
www.laborlawcc.com
(800) 801-0597

Oregon Labor Law Posters

English

Posting Name & ID	Posting Requirements	Published Date
Family Leave Act OR01	Employers with 25 employees in Oregon	07/24
Minimum Wage OR02	All employers	07/24
Right to Safe Workplace (OSHA) OR03	All employers	03/24
Notice to Employees: SB 519 OR04	All employers	01/10
Sexual Harassment + Domestic Violence OR05	All employers	07/24
Breaks + Overtime OR06	All employers	07/24
Sick Time Law OR07	All employers	07/24
Employment Insurance Notice NOTICE TO EMPLOYERS OR08	<p>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.</p> <p>For additional information, contact: Employment Department Unemployment Insurance Tax Unit Forms Hotline: 503-947-1488, Option 3</p>	-



Oregon Labor Law Posters

English

Posting Name & ID	Posting Requirements	Published Date
Workers' Compensation Notice NOTICE TO EMPLOYERS OR09	The Workers' Compensation Division issues this notice after it receives the proof of coverage filing from the insurer	-
Employee Work Schedules OR10	All employers	07/24
Equal Pay OR11	All employers	07/24
Workplace Accommodations OR12	All employers	02/23
Captive Audience OR13	All employers	07/24
Paid Leave OR14	All employers	09/24
Workplace Bullying OR15	Recommended	01/18
Model Policy on Workplace Fairness OR16-OR19	Recommended	03/22
Agricultural Wage OR20	Agricultural employers	07/24
Field Sanitation Notice OR21	Agricultural employers	05/20



Oregon Labor Law Posters

English

Posting Name & ID	Posting Requirements	Published Date
Protect Yourself from Pesticides OR22	Forest Activity Workers	09/09



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 12 weeks of time off per year for:
 - » **Providing care to your child related to an illness, injury or conditions that requires home care** or when your child's school or child care provider is closed as a result of a public health emergency.
 - » **Bereavement** (up to up to two weeks) for the death of an individual related by blood or affinity.
 - » 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

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](https://www.oregon.gov/boli)

Se habla español.



OR01E



OREGON LAWS
Protect You At Work

July 2024 - June 2025



Labor Law Compliance Center
(800) 801-0597

www.laborlawcc.com

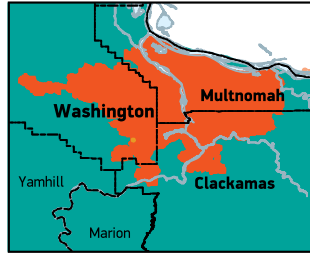


MINIMUM WAGE

**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



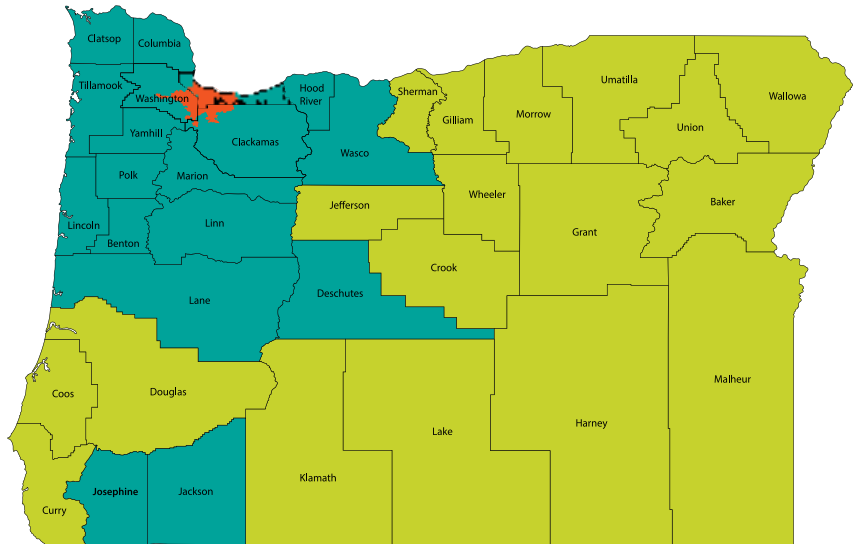
★ For Clackamas, Multnomah & Washington counties, if you work **INSIDE** the urban growth boundary, you should make the **Portland Metro Area rate**. If you work **OUTSIDE** the urban growth boundary, you should make the **Standard rate**. Look up your work address here: bit.ly/metroboundary

\$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.
- ▶ 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](https://eitc outreach.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.



OR02E



OREGON LAWS
Protect You At Work

July 2024 - June 2025



Labor Law Compliance Center
(800) 801-0597

www.laborlawcc.com

IT'S THE LAW!

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

***Display this poster where all
your workers can see it!***

Oregon Administrative Rule 437-001-0275(2)(a)

Know your rights

- You have the right to notify your employer, Oregon OSHA, or both about workplace hazards. You may ask Oregon OSHA to keep your name confidential.
- You have the right to refuse to perform a hazardous task that would expose you to imminent danger or serious physical harm and there is no reasonable alternative.
- You have the right to request an Oregon OSHA inspection if you believe there are unsafe or unhealthy conditions in your workplace. You or your representative may participate in the inspection.
- You have the right to report a work-related injury or illness, without being retaliated or discriminated against.
- You have the right to see Oregon OSHA citations issued to your employer. Your employer must post the citations at the workplace. Your employer must correct workplace hazards by the date indicated on the citation, and must certify that these hazards have been reduced or eliminated.
- You have the right to your work-related exposure records covered under Oregon OSHA's rules. This includes any OSHA medical records and personal sampling records.
- You have the right to request your workplace injury and illness log, known as the "OSHA 300 log" and "OSHA 300A summary."
- You have the right to know about hazardous substances used in your workplace.

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

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

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

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

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
— It's the law! —***

FOR MORE INFORMATION, copies of the Oregon Safe Employment Act, specific safety and health standards, or assistance, call:

Salem Central Office 503-378-3272
Bend 541-388-6066
Eugene 541-686-7562
Medford 541-776-6030
Pendleton 541-276-9175
Portland 503-229-5910
Salem 503-378-3274



You have a right to a safe and healthful workplace



**File a complaint
with Oregon
OSHA**



**Know your
retaliation
rights**



**Know your
whistleblower
rights**



NOTICE TO EMPLOYERS AND EMPLOYEES

OREGON LAWS 2009, CHAPTER 658 (SENATE BILL 519)

Under Oregon law effective January 1, 2010, an employer may not discharge, discipline, or otherwise penalize or threaten to discharge, discipline, or otherwise penalize or take any adverse employment action against an employee:

- meeting or communication if the primary purpose of the meeting or communication;
- is to communicate the opinion of the employer about religious or political matters;
- as a means of requiring an employee to attend such a meeting or communication;
- because the employee makes a good faith report, orally or in writing, of a violation or a suspected violation of this law.

The law does not prohibit an employer from requiring attendance at the meetings that are not primarily about religious or political matters. The law also does not prohibit an employer from offering meetings, forums, or other communication about religious or political matters for which attendance or participation is strictly voluntary.

An aggrieved employee may bring a civil action no later than 90 days after the date of the alleged violation in the circuit court of the judicial district where the violation is alleged to have occurred or where the principal office of the employer is located.



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.

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

July 2024 - June 2025



Labor Law Compliance Center
(800) 801-0597

www.laborlawcc.com

OR05E

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.

Shift Length	Rest Breaks	Meal Breaks
2 hrs or less	0	0
2 hrs 1 min - 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min - 10 hrs	2	1
10 hrs 1 min - 13 hrs 59 min	3	1
14 hrs	3	2
14 hrs 1 min - 18 hrs	4	2

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 only work in agriculture — over 48 beginning January 1, 2025). Exceptions are limited.
- ▶ Daily overtime also applies in some industries including manufacturing establishments and seafood processing. Special overtime rules also apply to certain work contracted for by government agencies, public works projects, canneries and some hospital employees.
- ▶ Regular paydays are required by law. You must receive a paycheck at least every 35 days. Your employer must provide you with a detailed paystub.
- ▶ If you are fired or permanently laid off, you must get your last paycheck by the end of the next business day.
- ▶ If you quit with at least 48 hours' notice, you must get your last paycheck on your last day of employment. If you do not give 48 hours' notice, you must get your last paycheck within 5 business days or the next payday, whichever is first.

CONTACT US

If your employer isn't following the law or something 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.



OR06E



OREGON LAWS
Protect You At Work

July 2024 - June 2025



Labor Law Compliance Center
(800) 801-0597

www.laborlawcc.com



SICK TIME

All Oregon workers get protected sick time.
If you work for an employer with 10 or more employees (6 or more if they have a location in Portland), **you get paid sick time.**



- ▶ **Your employer must give you sick time.** You get at least 1 hour of protected sick time for every 30 hours you work up to at least 40 hours a year.
- ▶ **You can use sick time for many reasons** including if you (or a family member) are sick, injured, experiencing mental illness, or need to visit the doctor. Also covered: bereavement, parental leave, and leave to care for a child whose school or place of care is closed for a public health emergency.
- ▶ Your employer must pay you your regular wage when you take sick time if they have 10 or more employees (6 or more if they have a location in Portland). Otherwise, your sick time is protected but unpaid.
- ▶ You can start taking protected sick time after you've worked for at least 90 days. Your employer must regularly let you know how much sick time you have earned. (At least every three months.)

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](https://www.oregon.gov/boli)

Se habla español.



OR07E



OREGON LAWS
Protect You At Work

July 2024 - June 2025



Labor Law Compliance Center
(800) 801-0597

www.laborlawcc.com



REQUIRED NOTICE!

Employment Insurance Notice (Form 11):

(regulated by Employment Department)

Who must post?

Employers with at least a \$1000 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. Employers can order a duplicate if necessary. When ordering a duplicate, employers will need their business identification number.

You will find additional information and an order form at www.oregon.gov/employ/tax.



REQUIRED NOTICE!

Workers' Compensation Notice of Compliance:

(regulated by Workers' Compensation Division of DCBS)

Who must post?

All employers who are required to provide workers' compensation coverage for their employees.

Employers receive this notice from the Workers' Compensation Division after they purchase workers' compensation insurance. Employers not receiving the notice or requiring a duplicate notice should contact the Workers' Compensation Division.

[Order form](#) for your Workers Compensation Notice and information about the Notice of Compliance poster.

You can also contact them at <https://wcd.oregon.gov>



PREDICTIVE SCHEDULING

This law applies only to retail, hospitality, and food services employers that employ at least 500 workers worldwide. Temporary or leased workers and exempt salaried workers are not covered by this law.

- ▶ **If your workplace is covered by this law, your employer must give you a work schedule in writing at least 14 calendar days in advance.** It must be posted and easily visible and include all work shifts/on-call shifts. You may decline shifts that are not included in the written work schedule.
- ▶ **You have the right to rest between shifts.** Unless you request or agree to it, you can't be scheduled to work during the first 10 hours after the previous calendar day's work or on-call shift OR the first 10 hours following the end of work that spanned two calendar days. **If you are scheduled for a back to back shift within 10 hours, your employer must pay you time-and-a-half your regular pay rate.**
- ▶ **Your employer must pay you additional compensation if they change your schedule less than 14 days ahead of the start of the schedule.** If you request to work additional shifts or make changes, this extra pay is not required. Other exceptions include changes of less than 30 minutes, disciplinary suspensions, staff shortages, if you agree to be on the voluntary standby list, and a few others. Learn more: oregon.gov/boli/workers/pages/predictive-scheduling.aspx.
 - » **You must get an extra hour of pay at your regular rate plus wages earned if your employer** adds more than 30 minutes of work to your shift, changes the date, start time, or end time of your shift with no loss of hours, or schedules you for an extra work or on-call shift
 - » **You must get one-half of your regular rate of pay, per hour, for each scheduled hour that you do not work if your employer** subtracts hours from your shift before or after you report for duty, changes the date or start time/end time of your shift resulting in a loss of hours, cancels your shift, or does not ask you to work when you are scheduled for an on-call shift
- ▶ **You have the right to provide input into your schedule.** You may identify limitations or changes in your availability including child care needs. You may request not to be scheduled for work shifts during certain times or at certain locations. Your employer is not required to grant your requests, but they may not retaliate against you for making them.
- ▶ **When you're hired:** Your employer must give you a written estimate of your work schedule that includes the average number of hours you can expect to work and if/how you will be expected to work on-call shifts.
- ▶ **Voluntary standby list:** Your employer must give you information about their voluntary standby list, which is an opt-in list they can keep of people willing to work additional hours due to unanticipated customer needs or unexpected absences.

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.



OR10E



OREGON LAWS
Protect You At Work

July 2024 - June 2025



Labor Law Compliance Center
(800) 801-0597

www.laborlawcc.com



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.

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.



OR11E



OREGON LAWS
Protect You At Work

July 2024 - June 2025



Labor Law Compliance Center
(800) 801-0597

www.laborlawcc.com



Workplace Accommodations Notice

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

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

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor
- A reasonable period of leave; or
- Modification of work schedules or job assignments.

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

This includes discrimination because of pregnancy, childbirth and related medical conditions. For this reason, _____ **will not:**

- 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 that is unnecessary.
- Require an employee to take family leave or any other leave, if the employer can make reasonable accommodation instead.

To request an accommodation or to discuss concerns or questions about this notice, please contact any one of our supervisors or _____ in the human resources department. *[Provide multiple ways for employees to reach out with requests or concerns.]*



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

Call: 971-245-3844

Email: BOLI_help@boli.oregon.gov

Web: [oregon.gov/boli](https://www.oregon.gov/boli)

Se habla español.



OR13E



OREGON LAWS
Protect You At Work

July 2024 - June 2025



Labor Law Compliance Center
(800) 801-0597

www.laborlawcc.com





What you need to know

Paid Leave Oregon serves most employees in Oregon by providing paid leave for the birth, foster care placement, or adoption of a child, a serious illness of yours or a loved one, or if you or your child experience sexual assault, domestic violence, harassment, bias crimes, or stalking.

What benefits does Paid Leave Oregon provide and who is eligible?

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

Who pays for Paid Leave Oregon?

Employees and employers contribute to Paid Leave Oregon through payroll taxes. Contributions are calculated as a percentage of wages and your employer will deduct your portion of the contribution rate from your paycheck.

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

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

How do I apply for Paid Leave?

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

What are my rights?

If you are eligible for paid leave, your employer can't prevent you from taking it. Your job is protected while you take paid leave if you have worked for your employer for at least 90 consecutive days. You won't lose your pension rights while on leave and your employer must keep giving you the same health benefits as when you are working.

How is my information protected?

Any health information related to family, medical or safe leave that you choose to share with your employer is confidential and can only be released with your permission, unless the release is required by law.

What if I have questions about my rights?

It is unlawful for your employer to discriminate or retaliate against you because you asked about or claimed paid leave benefits. If your employer isn't following the law, you have the right to bring a civil suit in court or to file a complaint with the Oregon Bureau of Labor & Industries (BOLI). You can file a complaint with BOLI online, via phone or email:

Web: www.oregon.gov/boli

Call: 971-245-3844

Email: help@boli.oregon.gov

Learn more about Paid Leave Oregon

Web: paidleave.oregon.gov

Call: 833-854-0166

Email: paidleave@oregon.gov

Paid Leave Model Notice Poster EN 09/24



Bullying harms employees, employers, and businesses by creating a disrespectful, unhealthful, and nonproductive work environment. Workplace bullying generally is not illegal in Oregon, however, it is harmful and in some cases can lead to lawsuits based on discrimination. Oregon and federal laws protect individuals who are harassed and discriminated against because of their race, national origin, gender, veteran status, or other protected class status.

What is workplace bullying?

Workplace bullying is a pattern of repeated mistreatment that harms, intimidates, undermines, offends, degrades or humiliates an employee. Bullying situations may involve:

- Bosses or supervisors against their subordinates
- Employees against their peers
- A group of co-workers targeting another worker (mobbing)
- An organization or institution when bullying is entrenched and becomes accepted as part of the workplace culture
- A third party such as a client or customer who bullies an employee

Managers and supervisors who have high expectations, present a tough demeanor, identify areas requiring improved performance, or impose discipline within established workplace guidelines are not engaging in bullying as long as their actions are carried out in a respectful and fair manner.

Examples of situations and actions commonly considered bullying:

Abusive Work Environment: The bully makes physical or verbal threats against the target, insults, or publicly humiliates them. The bully spreads malicious untruthful information or gossip to intimidate or turn others against the target.

Undermining and Discrediting: The bully makes false accusations of incompetence, blames target for others' errors, and/or takes credit for target's successes at work.

Retaliation: The target experiences intentional exclusion and ostracism after raising concerns. This may also include retaliatory loss of job opportunities or favored work activities and schedules when not related

What can I do if I'm being bullied?

Regain control! Bullying is about control, and therefore it has nothing to do with your performance. Here are some options for what you can do:

- Check if your organization has a code of conduct or workplace violence program that addresses intimidation or harassment at work.
- Carefully document bullying incidents (dates, times, places, what was done or said and who was present). Keep documents that contradict the bully's accusations, such as timesheets, emails, and audit reports. Assess whether changes in your own behavior could help resolve the situation.
- Set boundaries with the bully. If safe to do so, describe the offensive behavior and declare that you expect it to stop. The bully is likely to deny and even misconstrue your accusations initially. However, their behavior may improve over time. Having another person present as a witness and remaining calm can be helpful and strengthen your position if the bully responds negatively.
- Do not retaliate or escalate the behavior, because you may be blamed or subject to discipline.
- Report the problem to your supervisor, another manager, or to another "higher-up" at work. This is where the documentation will be helpful to demonstrate that you did not contribute to the situation.
- Find emotional support from trusted people at work, outside of work and at home.

Why it Matters

Workplace bullying often involves an abuse or misuse of power. Bullying behavior creates feelings of defenselessness and injustice in the target and undermines an individual's right to dignity at work. The targets of bullying may suffer from physical and mental health problems that can last for many years. Bullying can also reduce productivity, decrease retention, and increase employer health costs.

Targets of bullying frequently experience one or more of these significant impacts:

- Stress, depression, and sleep disorders
- Reduced self-esteem
- Increased physical illness and sick days
- Increased accidents and injuries
- Lack of focus and loss of effectiveness

Bullying can be costly for organizations too:

- Distraction and loss of productivity by the target, the bully, and bystanders
- Poor workplace morale and loss of reputation
- Possible investigations, grievances, and lawsuits
- Inability to recruit and retain good staff
- Increased medical costs and attendance issues

What can an employer do?

First and foremost, employers must recognize and prevent workplace bullying by creating a respectful workplace culture. If you are an employer, supervisor, or manager who is aware of bullying and do not take action, then you are accepting a share of the responsibility for future abuses. Take steps to:

- Develop a respectful workplace code of conduct that specifically prohibits bullying behavior and identifies consequences for employees who engage in bullying.
- Establish a culture where supervisors are expected to treat employees fairly and respectfully and engage in informal conflict resolution.
- Provide opportunities for confidential reporting and for mediated conflict resolution when needed.
- Educate all employees about respectful professional behavior and the company code of conduct.
- Take claims of bullying seriously and consistently enforce your workplace code of conduct.

For more information, visit our website at www.oregon.gov/boli, or contact us at 971-673-0761 or mailb@boli.state.or.us



Model Policy on Workplace Fairness

Note to employers

The Oregon Workplace Fairness Act requires all Oregon employers to adopt a written policy containing procedures and practices to reduce and prevent specific types of unlawful discrimination and sexual assault.

At a minimum, the policy must:

- (a) Provide a process for employees to report prohibited conduct;
- (b) Identify the individual or position (for example the Store Manager or HR Director) as well as an alternate individual or position to whom an employee can report prohibited conduct;
- (c) Include a statement that an employee who pursues legal action on alleged conduct prohibited by ORS 659A.030, 659A.082 or 659A.112 must do so no later than five years after the occurrence of the violation;
- (d) Include a statement that an employer may not require or coerce an employee to enter into a nondisclosure or nondisparagement agreement, including a description of the meaning of those terms;
- (e) Include an explanation that an employee claiming to be aggrieved by unlawful discrimination or sexual assault may voluntarily request to enter into a settlement, separation or severance agreement which contains a nondisclosure, nondisparagement, or no-rehire provision only if the employee has at least seven days to revoke the agreement after signing; and
- (f) Include a statement that advises employers and employees to document any incidents involving unlawful discrimination and sexual assault.

All employers must:

- (a) Make the policy available to employees within the workplace;
- (b) Provide a copy of the policy to each employee at the time of hire;
- (c) Provide to each person with whom the employer seeks to enter into an agreement which releases a claim of conduct prohibited by ORS 659A.030, 659A.082 or 659A.112 with a copy of the policy in the language the employer typically uses to communicate with the person; and
- (d) Require any individual who is designated by the employer to receive complaints to provide a copy of the policy to an employee at the time that the employee discloses information regarding prohibited discrimination or harassment.

Sample Language

[_____] , “the organization,” prohibits unlawful discrimination and harassment. This policy defines these terms and provides a complaint procedure for employees who believe they have been the victims of prohibited conduct. This policy applies to all matters related to hiring, firing, transfer, promotion, benefits, compensation, and other terms and conditions of employment.



Discrimination and Workplace Harassment

It is [] policy to provide a work environment free from unlawful discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age, expunged juvenile record, performance of duty in a uniformed service or physical or mental disability, or any other characteristic protected by local law, regulation, or ordinance.

It is our policy that all employees, customers, clients, contractors, and visitors to the work site are entitled to a respectful and productive work environment free from behavior, action, or language that constitutes workplace harassment or discrimination. The “workplace” includes when employees are on company premises, at a company-sponsored off site event, traveling on behalf of the company, or conducting company business, regardless of location.

The policy prohibits any conduct at work that a reasonable person in the individual’s circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive, or offensive. It also prohibits employment actions, including hiring, promotion, termination, and compensation decisions, to be taken based on a protected characteristic. This policy also prohibits any form of retaliatory action toward an employee for filing a complaint of discrimination or harassment, or for participation in an investigation of a complaint.

Workplace harassment can be based on national origin, age, sex, race, disability, religion, sexual orientation, gender identity, or gender expression. It may also encompass other forms of unwelcome, hostile, intimidating, threatening, humiliating, or violent behavior that is not necessarily illegal, but still prohibited by this policy.

Sexual harassment is a form of workplace harassment and includes, but is not limited to, the following types of conduct:

- Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when such conduct is directed toward an individual because of that individual's sex and submission to such conduct is made either explicitly or implicitly a term or condition of employment; or submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.
- Unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with work performance or creating a hostile, intimidating or offensive working environment.

Sexual Assault

Unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

Prohibited Conduct

This policy prohibits conduct based on an individual’s protected class status. Although by no means all-inclusive, the following examples represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference with work;

- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling;
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings or cartoons that reflect disparagingly upon a class of persons or a particular person; or
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances, requests for favors in exchange for conduct of a sexual nature, submission to unwelcome conduct of a sexual nature in exchange for a term of employment, or other conduct of a sexual nature.

Penalties

We will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action up to, and including, dismissal. The company may also subject managers and supervisors who fail to report known harassment – or fail to take prompt, appropriate corrective action — to disciplinary action, including potential dismissal.

Retaliation Protections

[Insert organization name] prohibits retaliation against any employee for filing a complaint regarding conduct in violation of this policy. [Insert organization name] will not tolerate retaliation against any employee for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy. Any employee who retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including dismissal.

Reporting Procedure

Any employee aware of or experiencing discrimination, harassment or sexual assault in the workplace should report that information immediately to a company designee. Specifically, an employee may make the report verbally or in writing to the employee's immediate supervisor or higher management, if the employee prefers. As an alternative, an employee may report the harassment to the company's human resource office. Employees may report to any of the persons listed above, regardless of any particular chain of command. All employees are encouraged to document any incidents involving discrimination, harassment, and sexual assault as soon as possible.

Nondisclosure or Nondisparagement Agreements

Under this policy, a **nondisclosure agreement** is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault, including the amount or terms of a settlement.

A **nondisparagement agreement** is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company.

A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

The organization will not require a former, current or prospective employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, nondisparagement, or no-rehire provision and will have at least seven days to revoke any such agreement. The organization will not offer a settlement on the condition of a request for these terms.

Time Limitations

Nothing in this policy precludes any person from filing a formal grievance in accordance with a collective bargaining agreement [if applicable], the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

AGRICULTURAL WORKERS

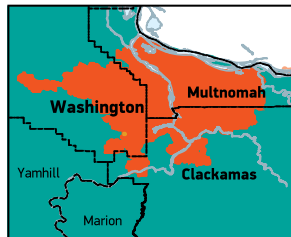
- **In general, agricultural workers must be paid at least the minimum wage.** The rate depends on where you work. There are some limited exceptions to minimum wage for agricultural workers.
- **Effective January 1, 2023, agricultural workers also earn overtime** for hours worked over 55 in a workweek (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 farm-worker 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



★ For Clackamas, Multnomah & Washington counties, if you work **INSIDE** the urban growth boundary, you should make the **Portland Metro Area rate**. If you work **OUTSIDE** the urban growth boundary, you should make the **Standard rate**. Look up your work address here: bit.ly/metroboundary

\$15.95 per hour

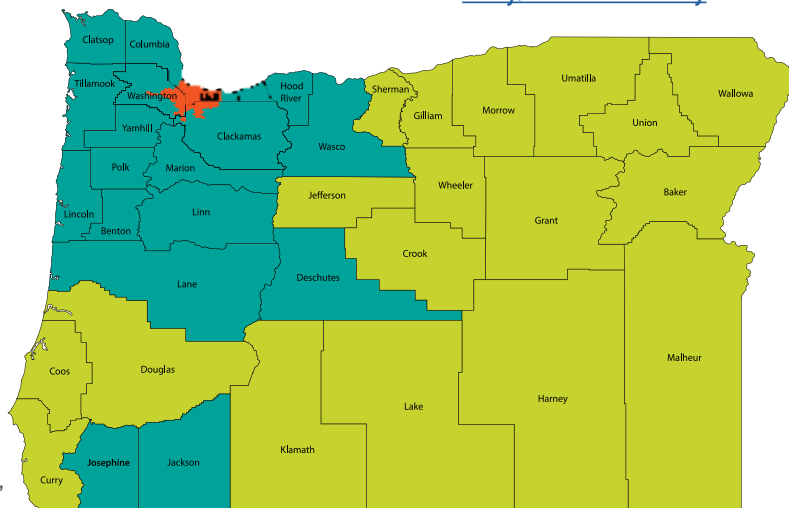
Portland Metro Area

★ 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



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: ag.overtime@boli.oregon.gov

Web: oregon.gov/boli

Se habla español.



OR20E



OREGON LAWS
Protect You At Work

July 2024 - June 2025



Labor Law Compliance Center
(800) 801-0597

www.laborlawcc.com

Attention Workers! Field Sanitation.

Your employer must provide:

Safe drinking water

- Immediately available and enough for everyone.
- Cool and kept in sanitary containers.
- Dispensed from a water fountain or into personal containers or disposable cups.

Toilets and handwashing facilities

- Your employer must allow you to use the toilet when you need it.
- Facilities must be located together and within a five-minute walk.

• A toilet must be:

- Clean, private, and have toilet paper.
- Provided for every 20 workers.

• Handwashing facilities must include:

- Clean water and soap.
- Single-use towels and a trash container.



Information

Your employer must tell you:

- The location of the drinking water, toilet, and handwashing.
- About the importance of:
 - Handwashing before and after using the toilet.
 - Avoiding heat stress and infectious diseases.
 - Reducing exposure to pesticide residues.



You have the right to file a complaint with Oregon OSHA if you do not have these things.

English: 800-922-2689 Spanish: 800-843-8086

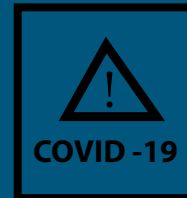
Employers: You must provide and maintain basic sanitation facilities and supplies for agricultural workers who prepare, prune, plant, harvest, pack, or do other types of hand labor with crops in the field. You must display this notice if those crops are for human consumption. For more information, see OAR 437-004-1110.



OR21E

Attention Workers! Field Sanitation.

Your employer must provide:



Safe drinking water

- Immediately available and enough for everyone.
- Cool and kept in sanitary containers.
- Dispensed from a water fountain or into personal containers or disposable cups.

Toilets and handwashing facilities

- Your employer must allow you to use the toilet when you need it.

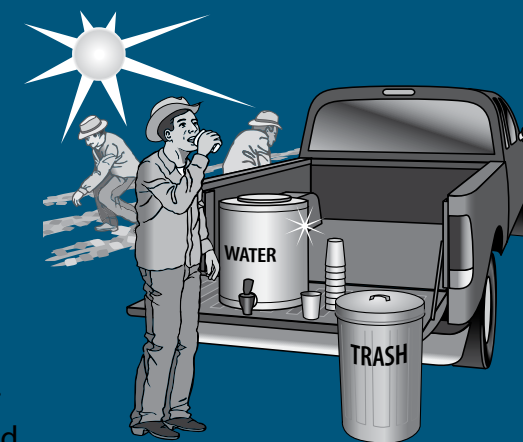
- Facilities must be located together and at the entrance/exit to field or in a harvested area, whichever is closer. They must not be more than a five-minute walk or one-quarter mile.

• A toilet must be:

- Clean, private, and have toilet paper.
- Provided for every 10 workers.
- Sanitized three times daily.

• Handwashing facilities must:

- Be sanitized three times daily.
- Include clean water and soap.
- Include single-use towels and a trash container.



Information

Your employer must tell you:

- The location of the drinking water, toilet, and handwashing.
- About the importance of:
 - Handwashing before and after using the toilet.
 - Avoiding heat stress and infectious diseases.
 - Reducing exposure to pesticide residues.
 - How these techniques reduce COVID-19 risks.



You have the right to file a complaint with Oregon OSHA if you do not have these things.

English: 800-922-2689 Español: 800-843-8086

Employers: You must provide and maintain basic sanitation facilities and supplies for agricultural workers who do hand labor operations or otherwise engage in labor intensive agriculture operations. You must display this notice if this applies to your operation. For more information, see Oregon Administrative Rule 437-001-0749.

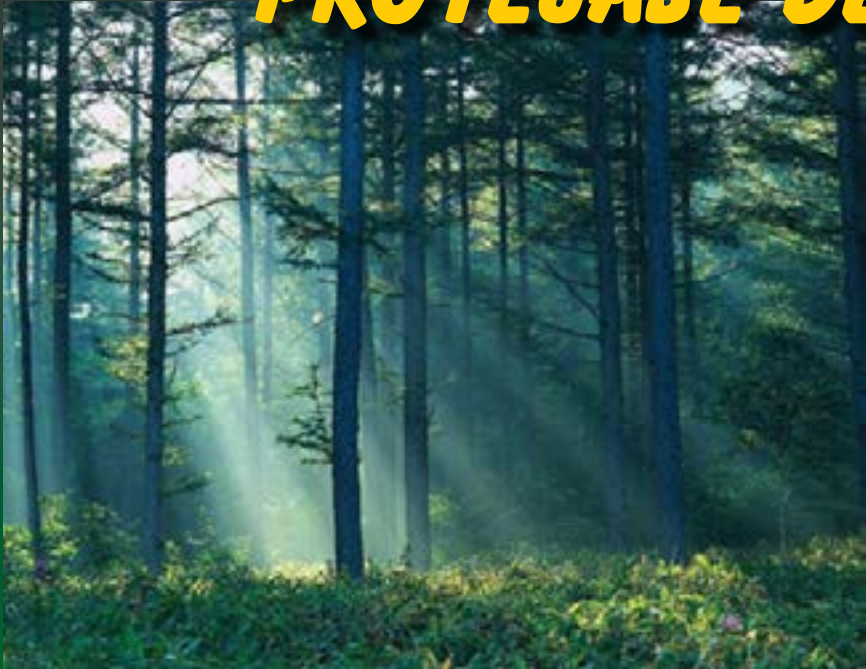


Labor Law Compliance Center
(800) 801-0597

www.laborlawcc.com

PROTECT YOURSELF FROM PESTICIDES

PROTEJASE DE LOS PESTICIDAS



Pesticides may be on trees, plants, and soil; in surface water; or drifting from nearby applications.

Los pesticidas pueden estar en los árboles, plantas, tierra, agua superficial, o dejándose llevar por aplicaciones cercanas.



There are rules to protect workers. These rules require that your employer train you in pesticide safety.

Hay leyes para proteger a los trabajadores. Estas leyes requieren que el empleador lo adiestre sobre la seguridad de los pesticidas.



Keep out of treated or restricted areas.

Manténgase fuera de áreas tratadas o restringidas.

Wear a hat, a long-sleeve shirt, long pants, shoes, and socks to protect yourself from pesticides.

Use un sombrero, camisa de manga larga, pantalones largos, zapatos, y calcetines para protegerse de los pesticidas.



IN AN EMERGENCY EN CASO DE EMERGENCIA



If pesticides get on you, wash them off right away with clean water.

Si se contamina con pesticidas, lávese inmediatamente con agua potable.



Then shower, shampoo your hair, and change into clean clothes as soon as possible.

Después, dúchese, lávese el cabello con champú, y póngase ropa limpia lo antes posible.

Always wash your hands and face before eating, drinking, chewing gum, using tobacco, or using the toilet.

Siempre lávese las manos y la cara antes de comer, beber, mascar chicle, usar tabaco, o usar el baño.



FAMILIA TRABAJO

Wash your work clothes separately from your other clothes and family laundry, before wearing them again.

Antes de volver a usar la ropa, lávela separadamente de la del resto de la familia.

After work, shower or wash your body with soap and water, shampoo your hair, and put on clean clothes.



Después del trabajo, tome una ducha o lávese el cuerpo con agua y jabón, lávese el cabello con champú y póngase ropa limpia.

EMERGENCY MEDICAL CARE INFORMATION:

The employer must post the name, location, and emergency contact information for the nearest emergency medical facility next to this poster.

Oregon OSHA rules for Division 7/ Forest Activities* require:

1. At least one operable communication device (two-way radio, phone, or other effective means) is available at worksites to contact an ambulance service, if needed
2. Transportation is **always** available to the nearest suitable medical facility or to a point where an ambulance can be met
3. The following information is kept with/near the communication device
 - a. written land directions to the worksite
 - b. worksite location by Township, Range, and Section (TR&S)
 - c. name and phone number of air evacuation service, if available
 - d. worksite location by longitude and latitude, if required by the air service

* For more information, see **OAR 437-007-0220 Medical Services and First Aid.**



Phone:
503-378-3272
Toll-free:
800-922-2689
en Español:
800-843-8086



INFORMACION SOBRE PRIMEROS AUXILIOS

El empleador debe colocar a la vista y junto a este poster, el nombre, la dirección y el número de teléfono del lugar más cercano para auxilios médicos de urgencia.

Las leyes de Oregon OSHA de la División 7/Actividades Forestales* requiere:

1. Que por lo menos un aparato de comunicación en buen funcionamiento (radio de doble sentido, teléfono, u otro medio de comunicación efectivo) esté disponible en los lugares de trabajo para contactar servicios de ambulancia si fuese necesario.
2. Que **siempre** haya medio de transporte al lugar más cercano para auxilios médicos de urgencia o a un lugar en el cual puedan reunirse con una ambulancia.
3. Que la información a continuación este junto a, o cerca de, el aparato de comunicación:
 - a. direcciones escritas al lugar de trabajo por vía terrestre
 - b. el lugar del trabajo por unidad mínima de mapeo (UMM) (Township, Range, and Section (TR&S))
 - c. nombre y teléfono de un servicio de evacuación aérea, si lo hay
 - d. ubicación del lugar de trabajo por longitud y latitud, si es requerido por el servicio aéreo

* Para más información, vea **OAR 437-007-0220 Servicios Médicos y Primeros Auxilios.**

www.oro sha.org

440-4856 (9/09) OR-OSHA

OR22E



Labor Law Compliance Center
(800) 801-0597
www.laborlawcc.com

