

Oregon State Postings



WORKPLACE ACCOMMODATIONS NOTICE

ADP will make reasonable accommodations for known physical or mental disabilities of an applicant or employee as long as those accommodations do not create an undue hardship. Among other possibilities, reasonable accommodations could include:

- Acquisition or modification of equipment or devices;
- Severance with annual leave;
- Acquisition or modification of job duties or tasks;
- Reasonable period of leave;
- 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, you will not:

- Deny employment opportunities on the basis of a need for reasonable accommodation.
- Require reasonable accommodation for known disabilities, unless the accommodation would cause an undue hardship.
- Take any adverse employment action, discipline or retaliation because the applicant or employee has requested such, requested use of 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, in the employer's sole and reasonable judgment, such accommodation is not necessary.

To request an accommodation or to discuss concerns or questions about this notice, please contact your local ADP representative or our supervisors or:

In the human resources department, hrhelp@adp.com or 1-800-372-3272 (Monday-Friday, 9:00 a.m. to 5:00 p.m. PT)
 Oregon 2024 - Abstract format available for request

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

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that creates a hostile or offensive work environment. It also includes unwelcome sexual conduct that occurs through digital or electronic communications.

DOMESTIC VIOLENCE PROTECTIONS

This includes acts of domestic violence, harassment, sexual assault, stalking, or identity theft if you are a victim or a witness of a crime, your employer must take reasonable steps to support your safety.

CONTACT US

If you are an employer not following the law or need assistance with writing, give us a call. The Bureau of Labor Industries will refer you to relevant laws and protect you.

Call 503-245-3444
 Email: bolil@oregon.gov
 Web: www.oregon.gov/boli
 Facebook: <https://www.facebook.com/oregon.gov/boli>
 Instagram: <https://www.instagram.com/oregon.gov/boli>
 Twitter: https://twitter.com/oregongov_boli
 LinkedIn: <https://www.linkedin.com/company/oregon-gov-boli>

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 are parental leave, child care, and time for a child or adult family member if you are a caregiver for a child or family member.
- Your employer must pay you your regular wage when you take sick time if they have 10 or more employees or more if they are located in Portland. Otherwise, your sick time is protected but unpaid.
- You can start taking protected sick time after you work for at least 90 days. Your employer must register you by the time you have reached sick time you have earned. (At least every three months).

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MINIMUM WAGE

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

\$14.70 per hour

Standard
 Baker, Clatsop, Columbia, Deschutes, Hood River, Jackson, Jefferson, Lane, Lincoln, Linn, Marion, Polk, Tillamook, Wasco, Yamhill, Multnomah, Clatskanie, Multnomah & Washington

\$15.95 per hour
 Portland Metro Area
 Clatskanie, Multnomah & Washington

\$13.70 per hour
 Nonurban Counties
 Baker, Clatsop, Clatskanie, Curry, Deschutes, Grant, Harney, Jefferson, Knappa, Lane, Malheur, Morrow, Sherman, Tillamook, Union, Wallowa, Wheeler

For Clatskanie, 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 Clatskanie rate. Look up your work address here: www.oregon.gov/boli/urbanboundary

Every worker must be paid at least minimum wage. (See exceptions apply.)
 The minimum wage goes up every year. These rates are in effect from July 1, 2023 to June 30, 2025. The next minimum wage increase is on July 1, 2025.
 Starting this year, cover minimum wage in Oregon. ETC reduces the amount of tax owed and provides relief.
 Deductions are allowed if fully required (provide the basis of 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 eitc.oregon.gov

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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 every 4 hours you work you get two breaks from your work responsibilities.
- You get 10 minutes paid rest breaks (15 minutes if you are 18 years old).
- One 30-minute unpaid rest break (breaks during the day but not during the first break of work).
- You get paid for reasonable breaks as needed to answer calls or use a phone except for a 15-minute break to respond to your child's needs (10 minutes if you are 18 years old).
- You get a 15-minute or longer third break, one for the child's needs and one for the employer's needs (10 minutes if you are 18 years old).

OVERTIME & PAYCHECKS

- You must receive overtime pay of 1.5 times your regular pay rate for every hour you work over 40 hours in a workweek or over 80 hours in a payperiod (over 80 hours in a payperiod is not a standard practice).
- Hourly workers also apply to these provisions including manufacturing establishments and public agencies. Special overtime rules also apply to certain government contractors, and certain nonprofit, religious, and other nonprofit employees.
- Regular paychecks are required by law. You must receive paychecks at least every 15 days. Your employer must provide you with a detailed paycheck.
- Final pay must be automatically sent to you just before your last paycheck by the end of the next business day.
- If you quit with at least 60 hours notice, you get your final paycheck on your last day of employment. If you do not give 60 hours notice, you must wait your final paycheck until 15 business days after the next pay period, whichever is first.

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 min - 10 hrs	2	1
10 hrs 1 min - 13 hrs 59 min	3	2
14 hrs 1 min - 18 hrs	4	2

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EQUAL PAY

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

It's illegal to pay employees less for the same type of work because of their race, sex, age, religion, marital status, or sexual orientation. This includes pregnancy, childbirth, parental leave, and family care.

- Employers cannot discriminate in pay based on the sex history of a pregnant worker.
- Employers cannot discriminate in pay based on the sex history of a parental leave worker.
- You cannot be paid less for the same or similar work because you are a victim of domestic violence.

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UNEMPLOYMENT INSURANCE

Notice to Employers/ Employees

Employers: You must be registered with the Oregon Employment Department to provide unemployment insurance benefits to your employees. If you are an employer not following the law or need assistance with writing, give us a call. The Bureau of Labor Industries will refer you to relevant laws and protect you.

Employees: Contact your local unemployment office for your rights concerning unemployment benefits and registration.

This Posting is for Informational Purposes Only

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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 other special rules may apply. See the OFLA Act for more details.
- Through 2024, you can take up to two additional weeks of the legal minimum required for bereavement disability.
- Pregnancy disability leave is additional leave for the extra weeks needed before or after the 12 weeks of pregnancy leave.
- OFLA applies to employers with 25 or more employees.
- The eligible, you must have worked an average of 25 hours per week for 180 days or more before your leave.
- You can take up to 180 days of leave in 180-day cycles over your unpaid family leave period.
- Military family leave up to 31 days is also available if your spouse is a service member who has been called to active duty or is an active reservist.

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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)

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 ... 541-389-0066
 Eugene ... 541-696-7562
 Medford ... 541-776-6030
 Pendleton ... 541-276-9175
 Portland ... 503-229-9010
 Salem ... 503-378-3274

OSHA
 Oregon OSHA
 Department of Consumer and Business Services

The Oregon State 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.

Anyone who wishes 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 98023-2388
 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! —

WORKERS' COMPENSATION

Notice to Employers/ Employees

Employers: You must be registered with the Oregon Employment Department to provide workers' compensation insurance to your employees. If you are an employer not following the law or need assistance with writing, give us a call. The Bureau of Labor Industries will refer you to relevant laws and protect you.

Employees: Contact your local unemployment office for your rights concerning unemployment benefits and registration.

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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, a serious illness of yours or a loved one, or if you experience sexual assault, domestic violence, harassment, or stalking.

What benefits are provided through Paid Leave Oregon and who is eligible?

Employees in Oregon that have earned at least \$1,000 in 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.

What are my rights?

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 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 is not following the law, you have the right to bring a civil suit in court or to file a complaint with the Oregon Bureau of Labor & Industries (BOLI). You can file a complaint with BOLI online, via phone or email:

Web: www.oregon.gov/boli
 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

State of Oregon
 Employment Department

You have a right to a safe and healthful workplace

File a complaint with Oregon OSHA

Know your whistleblower rights

Know your retaliation rights

OSHA 9324

OREGON

SP-OR-E

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