

Oregon State Postings



WORKPLACE ACCOMMODATIONS NOTICE

ADP will make reasonable accommodations for known physical or mental disabilities of an applicant or employee as well as known disabilities 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.
- Severance with annual leave.
- More frequent or longer break periods or periods rest.
- 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 disclosure 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.
- Take adverse employment action, discipline or retaliation because the applicant or employee has requested such, 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 form of leave, if the applicant or employee reasonably could avoid the need for such accommodation or to discuss concerns or questions about this notice, please contact your usual supervisor or

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.

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

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 can take the form of unwanted sexual advances, requests for sexual favors, or contact of a sexual nature (verbal, physical or visual). It can also include unwelcome comments that focus on appearance or physical characteristics of the victim or different or offensive remarks.

DOMESTIC VIOLENCE PROTECTIONS

It is an act or course of conduct that causes fear, harassment, discrimination, or sexual assault. The employer must take steps to ensure your safety and provide reasonable accommodations to employees who are victims.

SICK TIME

All Oregon workers get protected sick time. If you work for an employer with 10 or more employees (5 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 the most common conditions if you are a family member or care, attend, or receive medical treatment, or attend to the care of a family member or care, attend, or receive medical treatment, or attend to the care of a family member or care, attend, or receive medical treatment.
- Your employer must pay you for any sick time you take that is protected. If they have 10 or more employees (5 or more if they have a location in Portland), otherwise, your sick time is protected but unpaid.
- You can also take protected sick time after you worked for at least 90 days. Your employer must register you for how long you have used sick time (up to 90 days every three months).

MINIMUM WAGE

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

\$14.70 per hour

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

\$15.95 per hour

Portland Metro Area: Clatsop, Multnomah & Washington

\$13.70 per hour

Nonurban Counties: Baker, Clatsop, Clatskanie, Clatsop, Grant, Harney, Jefferson, Knappa, Lane, Malheur, Morrow, Sherman, Tillamook, Union, Wasco, Wheeler

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 your coworkers because of your gender, race, or ethnicity. This includes different wages for similar work, different benefits, different schedules, or different conditions of work.
- Your employer must provide a written explanation if you are paid less than your coworkers for similar work.
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UNEMPLOYMENT INSURANCE

Notice to Employers/Employees

Employers: You must be a registered employer in the state to receive unemployment insurance benefits for your employees. If you have any questions concerning the requirements for unemployment insurance, please contact the Oregon Employment Department at (503) 988-2300.

Employees: Contact your local employment office to learn your rights concerning unemployment benefits as an employee.

This Posting is for Informational Purposes Only

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).

- You can take up to 12 weeks of time off per year.
- Providing care to your child related to an illness, injury or condition that requires home care or an alternative care arrangement or child care provision is defined as a need for family health care.
- Bereavement is to be an event for the death of an individual related to blood affinity.
- Through 2024, you can also take up to two additional weeks for the legal process required for final child placement or adoption.
- Pregnancy disability leave is additional leave for the extra medical leave from pregnancy up to 12 additional weeks of time off per year to ensure disability before the end of the pregnancy period.
- Your employer must not penalize you for using family health care benefits as when you are working. When you come back you will be reinstated to your former job or a similar position with pay and benefits as if you had never left.
- Military family leave may be a family member who has been called to active duty or is an active duty member.

WORKERS' COMPENSATION

Notice to Employers/Employees

This is a notice to employers and employees regarding Workers' Compensation. Employers: Please provide your employees with Workers' Compensation insurance. Employees: Please provide your employer with your Workers' Compensation information.

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CAPTIVE AUDIENCES

Religion, Politics, Labor Unions & Captive Audiences

You have the right to not be subjected to captive audiences or to be subjected to captive audiences. This includes religious or commercial activities, political or religious activities, or other activities that are not in your best interest.

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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 sue Oregon OSHA if you believe that your employer has violated your rights.
- Your employer must correct workplace hazards by the date indicated on the citation, and must certify that these hazards have been removed or eliminated.
- You have the right to your work-related exposure records covered under the 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.

IT'S THE LAW!

Display this poster where all your workers can see it!

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

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PAID LEAVE OREGON

What you need to know

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

What 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 OREGON 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
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OSHA 300 Log

Display this poster where all your workers can see it!

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

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