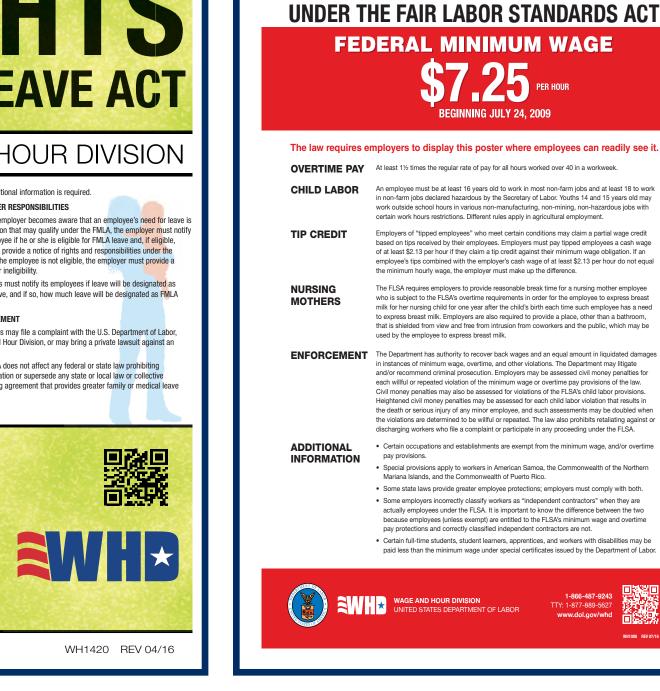
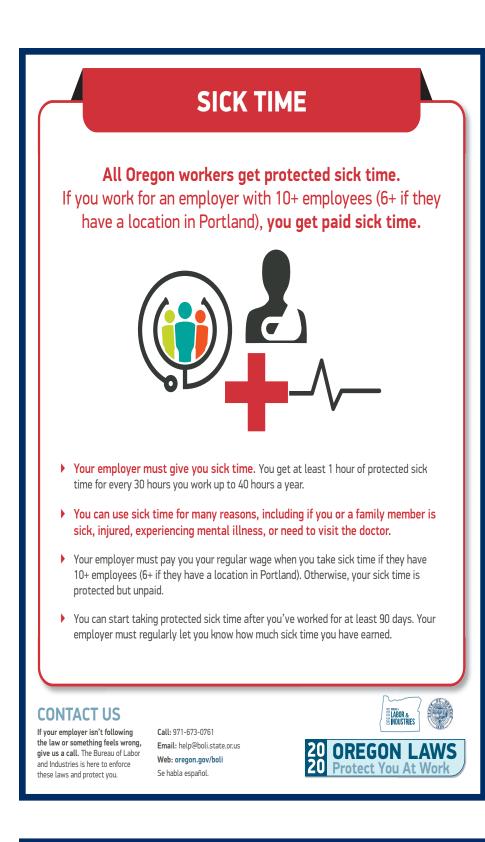
EMPLOYEE RIGHTS **UNDER THE FAMILY AND MEDICAL LEAVE ACT** THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION Work at a location where the employer has at least 50 Eligible employees who work for a covered employer can take up to 12 Employees may choose, or an employer may require, use of accrued EMPLOYER RESPONSIBILITIES paid leave while taking FMLA leave. If an employee substitutes accrued employees within 75 miles of the employee's worksite. weeks of unpaid, job-protected leave in a 12-month period for the Once an employer becomes aware that an employee's need for leave is *Special "hours of service" requirements apply to airline flight crev paid leave for FMLA leave, the employee must comply with the for a reason that may qualify under the FML<mark>A, the employer m</mark>ust notif employer's normal paid leave policies. · The birth of a child or placement of a child for adoption or foster the employee if he or she is eligible for FMLA leave and, if eligible, To bond with a child (leave must be taken within 1 year of the Generally, employees must give 30-days' advance notice of the need FMLA. If the employee is not eligible, the employer must provide a While employees are on FMLA leave, employers must continue health for FMLA leave. If it is not possible to give 30-days' notice, an surance coverage as if the employees were not on leave. To care for the employee's spouse, child, or parent who has a employee must notify the employer as soon as possible and, generally, Upon return from FMLA leave, most employees must be restored to the Employers must notify its employees if leave will be designated as follow the employer's usual procedures. FMLA leave, and if so, how much leave will be designated as FMLA same job or one nearly identical to it with equivalent pay, benefits, and For the employee's own qualifying serious health condition that Employees do not have to share a medical diagnosis, but must provide makes the employee unable to perform the employee's job; ugh information to the employer so it can determine if the leave An employer may not interfere with an individual's FMLA rights or For qualifying exigencies related to the foreign deployment of a qualifies for FMLA protection. Sufficient information could include retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in military member who is the employee's spouse, child, or Employees may file a complaint with the U.S. Department of Labor, orming an employer that the employee is or will be unable to Wage and Hour Division, or may bring a private lawsuit against an perform his or her job functions, that a family member cannot perfor any proceeding under or related to the FMLA. parent, or next of kin may also take up to 26 weeks of FMLA leave in a is necessary. Employees must inform the employer if the need for leave single 12-month period to care for the servicemember with a serious is for a reason for which FMLA leave was previously taken or certified. discrimination or supersede any state or local law or collective An employee who works for a covered employer must meet thre bargaining agreement that provides greater family or medical leav Employers can require a certification or periodic recertification criteria in order to be eligible for FMLA leave. The employee must: An employee does not need to use leave in one block. When it is supporting the need for leave. If the employer determines that the Have worked for the employer for at least 12 months: medically necessary or otherwise permitted, employees may take leave certification is incomplete, it must provide a written notice indicating Have at least 1,250 hours of service in the 12 months before For additional information or to file a complaint: 1-866-4-USWAGE

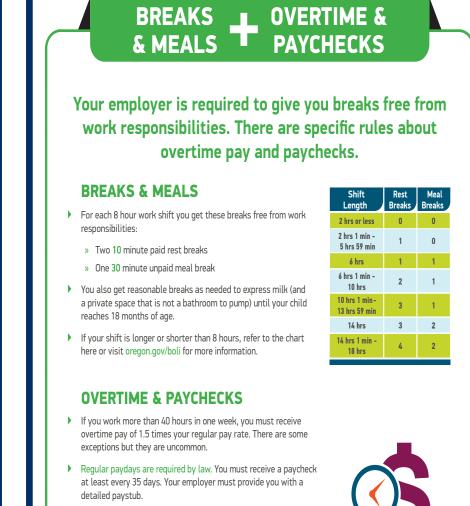
(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division







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, Email: help@boli.state.or.us

Web: oregon.gov/boli Industries is here to enforce



EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment

Ref.: 29 USC, Ch. 28, Sec. 2619

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

pharmaceutical manufacturers, distributors and dispensers.

private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of

> employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic

The law does not preempt any provision of any State or local law or any

collective bargaining agreement which is more restrictive with respect to li

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

ENFORCEMENT

standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons. The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may

The minimum wage you should get depends on your

growth boundary, you should make at least \$13.25.

should make at least \$12.00. Look up your work

address here: bit.ly/metroboundary

If you work OUTSIDE the urban growth boundary, you

employer's exact address. If you work INSIDE the urban

Where polygraph tests are permitted, they are subject to numerous strict

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

also bring their own court actions.



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

\$12.00 per hour Standard

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

\$13.25 per hour **Portland Metro Area** * Clackamas, Multnomah, & Washington

\$11.50 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. The next increase is on July 1, 2021. These rates are in effect from July 1, 2020 to June 30, 2021.
- 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

t 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.

Email: help@boli.state.or.us Web: oregon.gov/boli Se habla español.



OREGON FAMILY LEAVE

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 is coming to Oregon in 2023.
- To be eligible, you must have worked an average of 25 hours per week for 180 days, or just 180 days for parental leave. 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 (either parent can take time off for the birth, adoption, or foster
- placement of a child). If you use all 12 weeks on this, you can take up to 12 more weeks for sick child leave
- » Serious health condition (your own, or to care for a family member)
- » Pregnancy disability leave (before or after birth of child or for prenatal care). You can take up to 12 weeks of this in addition to 12 weeks for any reason listed here
- » Sick child leave (for your child with an illness, injury or condition that requires home care but is not serious)
- Military family leave (up to 14 days if your spouse is a service member who has been called to active duty or is on leave from active duty)
- » Bereavement leave (up to 2 weeks of leave 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.

CONTACT US

THA-83737

102020

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: 971-673-0761 Email: help@boli.state.or.us Web: oregon.gov/boli Se habla español.



Workplace Accommodations Notice

EMPLOYEE RIGHTS

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;

 Modification of work schedules or job assignments. Employees and job applicants have a right to be free from unlawful discrimination and retaliation

· Assistance with manual labor; or

Deny employment opportunities on the basis of a need for reasonable accommodation Deny reasonable accommodation for known limitations, unless the accommodation 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. You may also Alternate format available on reques September 2019



EQUAL PAY

Your employer must pay you the same amount as other people doing similar work.



- your gender, race, veteran status, disability, age, color, religion, national origin, marital status, or sexual orientation.
- 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.

Employers cannot ask for your salary/pay history before they make an offer of

You're also protected during the hiring process:

Employers cannot screen job applicants based on current or past salary/pay Employers cannot determine compensation for a job based on the current

or past compensation of a potential new employee (not including internal 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.

If your employer isn't following

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



NOTICE

Mandatory Workplace Communications OREGON LAWS 2009, CHAPTER 658 (Senate Bill 519)

Effective January 1, 2010, an employer or the employer's agent, representative or designee may not discharge, discipline or otherwise penalize or threaten to discharge, discipline or otherwise penalize or take any adverse employment action against an employee:

 Who declines to attend or participate in an employersponsored 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 participate in such communications; or Because the employee makes a good faith report, orally or in writing, of a violation or a suspected violation of this

attendance at meetings that are not primarily about religious or political matters, or prohibit an employer from offering meetings, forums or other communications about religious or political matters for which attendance or participation is strictly

The law does not prohibit an employer from requiring

An aggrieved employee may bring a civil action to enforce this section 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.

This is a summary of Oregon Laws 2009, Chapter 658. This is not a complete text of the law.



osha.oregon.gov

FOR MORE INFORMATION, copies of the Oregon Safe Employment Act, specific safety and health standards, advice or assistance, call: Salem Central Office 503-378-3272 541-388-6066 541-686-7562 541-776-6030 **Medford** 541-276-9175 503-229-5910 503-378-3274

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

Oregon Administrative Rule 437-001-257(2)(a).

440-1507 (3/20/COM)

rights You have a right to a safe and healthful

Know your

> You have the right to notify your employer or Oregon OSHA about workplace hazards. You may ask Oregon OSHA to keep your name confidential.

workplace

> 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. You can file a complaint with the Oregon Bureau of Labor

and Industries within 90 days, 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. 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 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 date indicated on the citation and must certify that 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 request the workplace injury and illness log. You have the right to know about hazardous substances

used in your workplace. 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.

OSHA) of the Department of Consumer and Business Services has the primary responsibility for administering the act. Oregon OSHA issues occupational safety and health standards, and its trained safety and health compliance

officers conduct job-site inspections to ensure compliance

The Oregon Occupational Safety and Health Division (Oregon

with the Oregon Safe Employment Act. 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! —

PREDICTIVE SCHEDULING

- 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.
- 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-anda-half your regular pay rate. Your employer must pay you additional compensation if they change your schedule less

You have the right to rest between shifts. Unless you request or agree to it, you can't be

than 14 days ahead of time. 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 at oregon.gov/boli.

» 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. 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.

Retail, hospitality, and food services employers must follow predictive work schedule rules if they employ at least 500 workers worldwide. This law applies to workers whose work is related to retail, hospitality, and food service. Temporary or leased workers and exempt salaried workers are not covered by this law.

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.

Se habla español.



SEXUAL DOMESTIC VIOLENCE

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

disability, or age is illegal.

the same or different sex or gender.

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,

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



DOMESTIC VIOLENCE PROTECTIONS

If you experience domestic violence, harassment, sexual assault, or stalking (or if you are a parent or guardian of a victim), your employer must make reasonable changes to support your 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.

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

Web: oregon.gov/boli



Equal Employment Opportunity is **THE LAW**

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations organizations are protected under Federal law from discrimination on the following bases: RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN l'itle VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pa inge benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy)

Fitle I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of lisability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability with a disability who is an applicant or employee, barring undue hardship.

based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

n addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex iscrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic tion in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also

estricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information bout genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical nistory); and requests for or receipt of genetic services by applicants, employees, or their family members. All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED t to file a private lawsuit, should you ultimately need to, you shou ndividuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

Employers Holding Federal Contracts or Subcontracts RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN INDIVIDUALS WITH DISABILITIES

making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an plicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in ployment qualified individuals with disabilities at all levels of employment, including the executive level. DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmativation to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized),

and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Force Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise oppose Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor. RACE, COLOR, NATIONAL ORIGIN, SEX prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employmen discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment

discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance. INDIVIDUALS WITH DISABILITIES activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who

with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.





