

Oregon State Postings



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, marital 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 long as those accommodations related to pregnancy, childbirth or a related medical condition, such as lactation, unless the accommodations would cause an undue hardship. Among other possibilities, reasonable accommodations could include:

- Reassignment or modification of assignment or duties.
- More frequent or longer break periods or flexible work schedules.
- Assistance with manual labor.
- A 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.

- Any employment opportunities on the basis of a need for reasonable accommodation.
 - Any reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship.
 - Any other adverse employment action, discrimination or retaliation because the applicant or employee has inquired about, requested or used a reasonable accommodation.
 - Requesting an applicant or an employee to accept an accommodation that is unnecessary.
 - Requesting an employee to take leave based on any other law, if the employee can make reasonable accommodation instead.
- If you 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.)

BREAKS & MEALS + OVERTIME & PAYCHECKS

Your employer is required to give you breaks free from work responsibilities. There are specific rules about overtime pay and paycheck.

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 - 4	4	2

- For each hour you work until you get these breaks from your responsibilities.
- You 10 minute paid rest breaks (10 minutes if you are under 18).
- You 30 minute unpaid meal break.
- If you get your meal break or need to respond with a job a priority phone call is a halfway to pay until your child reaches 18 months of age.
- If you get a break after 10 hours, refer to the chart for rest.
- Oregon.gov/breakworkpen
- Oregon.gov/breakworkpen

OVERTIME & PAYCHECKS

- You must receive overtime pay at 1.5 times your regular pay rate for hours you work over 40 a weekwork (or over 55 if you work in agriculture). There are exceptions but they are uncommon.
- Regular pay rates are required by law. You must receive a paycheck at least every 30 days. Your employer must provide you with a detailed paycheck.
- If you are paid a commission but you must get your pay at least every 30 days.
- If you get paid with a "roll-over," you must get your pay checked on your last day of employment. If you do not get all hours' notice, you must get your pay checked within 1 business day or the next pay date, whatever is first.

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 behaviors. Discrimination because of race, color, sex, sexual orientation, national origin, religion, marital status, uniformed service, disability, or age is illegal.
- Sexual harassment can look like unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, or threats. This is prohibited based on individual.
- If you are being contacted for sex or sexual but it is not sexual but is gender-related, sexual harassment can be brought based on some of the same or other sex or gender.

DOMESTIC VIOLENCE PROTECTIONS

- If you experience domestic violence, harassment, sexual assault, or stalking if you are a parent or guardian of a victim, your employer must make reasonable changes to support health.
- These changes might include: transfer, reassignment, modified schedule, unpaid leave, change work status, change work station, modified job, new safety protocol, or other adjustment after consultation of actual events.
- You can also get protection from a judge if you are a victim of domestic violence, get medical treatment for injuries or mental health support, move or change your living situation, and more.
- You can't keep up all documents and information confidential.
- You can't be laid off, suspended, retaliated or discriminated against in any way because you are a victim.

EQUAL PAY

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

- It's illegal for your employer to pay you less than someone else because of race, religion, color, sex, sexual orientation, national origin, religion, marital status, uniformed service, disability, or age is illegal.
- Different pay may be allowed if there is a valid business reason like the difference in the nature of the job, the quantity or quality of production, workplace location, travel, education, training, and more.
- You also prohibited during the hiring process.
- Employees cannot sue for any pay history unless you have made an offer of employment.
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Notice to Employers / Employees

Your employer must follow the law or something like wrong, give us a call. The Bureau of Labor and Industries is here to enforce these laws and protect you.

Oregon.gov/breakworkpen

SICK TIME

- All Oregon workers get protected sick time.
- If you work for an employer with 10+ employees (5+ 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 a total of 40 hours a year.
- You can only take time for the reasons listed below for a family member as well as yourself, including mental illness, or need to visit the doctor. An overnight overnight, parental leave, and leave to care for a child or member of your family is allowed for public health emergency.
- Your employer must pay you your regular wage when you take sick time if they have 10+ employees (5+ if they have a location in Portland). Otherwise, your sick time is protected but unpaid.
- You can only have protected sick time if you work for at least 30 days. Your employer must require you to know how much sick time you have saved.

ETC: Notice to Employer / Employees

Employers may be eligible for the Earned Income Tax Credit (EITC) or CTC, a working for people with low to moderate incomes. Employers with children (ETC) receive the amount of the award, not just the credit.

UNEMPLOYMENT INSURANCE Notice to Employers/Employees

Your employer must follow the law or something like wrong, give us a call. The Bureau of Labor and Industries is here to enforce these laws and protect you.

Notice to Employers / Employees

Your employer must follow the law or something like wrong, give us a call. The Bureau of Labor and Industries is here to enforce these laws and protect you.

WORKERS' COMPENSATION Notice to Employers/Employees

Your employer must follow the law or something like wrong, give us a call. The Bureau of Labor and Industries is here to enforce these laws and protect you.

MINIMUM WAGE

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

\$14.20 per hour

Standard: Benton, Clatsop, Columbia, Deschutes, Hood River, Jackson, Jefferson, Lane, Lincoln, Linn, Marion, Multnomah, Wasco, Wheeler, Yamhill, Clatsop, Clatsop, Multnomah, Washington

\$15.45 per hour

Portland Metro Area: Clatsop, Multnomah, Washington

\$13.20 per hour

Nonurban Counties: Baker, Clatsop, Crook, Curry, Douglas, Gilliam, Grant, Harney, Jefferson, Lincoln, Linn, Marion, Morrow, Sherman, Tillamook, Union, Wasco, Wheeler, Yamhill, Clatsop, Clatsop, Multnomah, Washington

OREGON FAMILY LEAVE

- You can take time off to take care of yourself or close family members under the Oregon Family Leave Act (OFLA).
- You can take up to a total of 12 weeks of time off per year for any of these reasons:
 - Parental leave for either parent to take time for the birth, adoption, or foster placement of a child 12 weeks or 12 weeks for each parent.
 - Serious health condition of your own or of a family member.
 - Pregnancy disability leave before or after the child is born for 4 weeks for each parent.
 - Military family leave for 12 weeks per parent leave.
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IT'S THE LAW!

You have a right to a safe and healthful workplace

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

File a complaint with Oregon OSHA

Know your retaliation rights

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
Bend... 541-388-0066
Eugene... 541-686-7562
Medford... 541-776-8030
Pendleton... 541-276-9175
Portland... 503-229-5910
Salem... 503-378-3274

U.S. Department of Labor
OSHA - Region 9
1111 Third Ave., Suite 715
Seattle, WA 98101-3212
206-655-9300

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

You have the right to request an Oregon OSHA inspection if you believe that there are unsafe or unhealthy conditions in your workplace. You or your representative may participate in the inspection.

You have the right to report a work-related injury or illness, without being retaliated against.

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

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

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. The Oregon Occupational Safety and Health Division (Oregon OSHA) of the Department of Consumer and Business Services has the primary responsibility for administering the act.

Oregon OSHA issues occupational safety and health standards, and its trained safety and health compliance officers conduct job-site inspections to ensure compliance 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.

It's the law!

Paid Leave Oregon

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

OREGON

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ADP logo

Employees: For additional information on our services, visit our local sales associates or visit us at www.adp.com

ADP is an Equal Opportunity Employer. All ADP services are provided on the property of our employees.

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