

House Bill 3123

Sponsored by Representatives DAVIS, WILLIAMSON, GOMBERG; Representatives CAMERON, FAGAN, FREEMAN, GILLIAM, HICKS, MATTHEWS

SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure **as introduced**.

Directs Secretary of State to compile, prepare, maintain and publish comprehensive reference book that lists and summarizes state and federal employment statutes, regulations, rules and other laws that affect businesses that have fewer than 50 employees.

A BILL FOR AN ACT

1
2 Relating to publication of an employment law reference book for small businesses.

3 **Be It Enacted by the People of the State of Oregon:**

4 **SECTION 1. Section 2 of this 2013 Act is added to and made a part of ORS chapter 56.**

5 **SECTION 2. (1)(a) The Secretary of State, in consultation with the Oregon Business De-**
6 **velopment Department and other state agencies the secretary deems appropriate, shall**
7 **compile, prepare, maintain and publish a comprehensive employment law reference book for**
8 **businesses that have fewer than 50 employees. The reference book must list and summarize**
9 **state and federal employment statutes, regulations, rules and other laws.**

10 **(b) The reference book described in paragraph (a) of this subsection must:**

11 **(A) Be written so that a person with the equivalent of a 10th grade education can read**
12 **and understand the information in the reference book;**

13 **(B) Explain how the laws, regulations and rules that the reference book lists affect a**
14 **typical small business owner or employer;**

15 **(C) Include a question and answer section; and**

16 **(D) Include a comprehensive subject index.**

17 **(2) The secretary shall update the reference book described in subsection (1) of this sec-**
18 **tion each calendar year and shall preface each new edition of the reference book with ma-**
19 **terial that highlights changes in the laws, regulations or rules that have occurred since the**
20 **secretary published the last edition of the reference book.**

21 **(3) The secretary shall publish the reference book described in subsection (1) of this**
22 **section in a printed edition and in at least two separate electronic editions that:**

23 **(a) Have the same format and layout as the print edition and use a common file format**
24 **for which reading software applications are available without charge; and**

25 **(b) Are in a format appropriate for reading by means of commonly used website browsing**
26 **software that is available without charge.**

27 **(4) The secretary shall notify each business entity at the time the business entity regis-**
28 **ters with the secretary that the reference book described in subsection (1) of this section is**
29 **available and, in the notice, explain how the business entity may obtain a copy of the refer-**
30 **ence book, both online and in printed form.**

NOTE: Matter in **boldfaced** type in an amended section is new; matter *[italic and bracketed]* is existing law to be omitted. New sections are in **boldfaced** type.

1 **(5) The secretary shall make the reference book described in subsection (1) of this section**
2 **available:**

3 **(a) Without charge for any electronic edition; and**

4 **(b) For not more than \$25, including the cost of postage or shipping, for the printed edi-**
5 **tion.**

6 **(6) The secretary shall allocate existing staff and resources within the secretary's office**
7 **so as to develop the reference book without a fiscal impact on the office's existing oper-**
8 **ations.**

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