



NOTICE



DOMESTIC VIOLENCE, HARASSMENT, SEXUAL ASSAULT OR STALKING PROTECTIONS

ALL EMPLOYERS WITH 6 OR MORE EMPLOYEES IN OREGON ARE REQUIRED TO PROVIDE REASONABLE LEAVE AND ALL EMPLOYERS IN OREGON ARE REQUIRED TO PROVIDE REASONABLE SAFETY ACCOMMODATIONS FOR VICTIMS OF DOMESTIC VIOLENCE, HARASSMENT, SEXUAL ASSAULT, OR STALKING (DVHSAS).

What qualifies as a Reasonable Safety Accommodation?

“Reasonable safety accommodation” may include, but is not limited to, a transfer, reassignment, modified schedule, unpaid leave from employment, changed work telephone number, changed work station, installed lock, implemented safety procedure or any other adjustment to a job structure, workplace facility or work requirement in response to actual or threatened domestic violence, harassment, sexual assault or stalking.

Who is eligible for Reasonable Safety Accommodation protections under this law?

Any employee who is a victim of DVHSAS, or is the parent or guardian of a minor child or dependent who is a victim of DVHSAS, regardless of how long or how many hours he or she has worked for the employer.

When may an employee take leave?

Employees may take leave for the following purposes:

- To seek legal or law enforcement assistance to ensure the health and safety of the employee or the employee’s minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to DVHSAS.
- To seek medical treatment for or to recover from injuries caused by DVHSAS to the eligible employee or the employee’s minor child or dependent.
- To obtain or to assist a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of DVHSAS.
- To obtain services from a victim services provider for the eligible employee or the employee’s minor child or dependent.
- To relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee’s minor child or dependent.

Is Notice Required?

A covered employer may require that an eligible employee give reasonable advance notice of the employee’s intention to take leave, unless giving the advance notice is not practicable. The covered employer may also require the eligible employee to provide certification that the employee or the employee’s minor child or dependent is a DVHSAS victim.

Confidentiality: Any documents or evidence provided as certification of the victim’s status, or information obtained by the employer regarding the need for accommodation or leave, must be kept confidential and may not be released without the express permission of the employee.

Paid or Unpaid Leave?

A covered employer is not required to grant leave with pay to an eligible employee. However, an eligible employee may use any vacation, sick or other paid leave that is available during the period of leave. Subject to the terms of any agreement between the eligible employee and the covered employer or the terms of a collective bargaining agreement or an employer policy, the covered employer may determine the order in which paid accrued leave is to be used when more than one type of paid accrued leave is available to the employee

Length of Leave?

A covered employer must allow an eligible employee to take reasonable leave and may only limit the amount of leave if the employee’s leave creates an “undue hardship” on the employer. Undue hardship means a significant difficulty and expense to the organization and includes consideration of the size of the organization and the employer’s critical need for the employee.

For additional information, please call the nearest office of the Bureau of Labor and Industries:

- ▶ Employer Assistance: 971-673-0824
- ▶ Eugene.....541-686-7623
- ▶ Salem.....503-378-3292
- ▶ Portland...971-673-0761 Website: www.oregon.gov/boli

Or Write:

Bureau of Labor and Industries
Civil Rights Division
800 NE Oregon St Ste. 1045
Portland, OR 97232

It is an unlawful employment practice for a covered employer to refuse to make a reasonable accommodation, discharge, refuse to hire, suspend, retaliate, or discriminate in any manner against an individual because he or she is a victim of DVHSAS.

January 2014

This is a summary of Oregon’s laws relating to Domestic Violence, Harassment, Sexual Assault, or Stalking Protections. It is not a complete text of the law.

THIS INFORMATION MUST BE POSTED IN A CONSPICUOUS LOCATION

OREGON MINIMUM WAGE



MINIMUM WAGE

\$9.25

per hour beginning January 1, 2016
through December 31, 2016

All employers must comply with state laws regulating payment of minimum wage, overtime and general working conditions.

General Working Conditions

Overtime: Unless exempt, employees must be paid time and one-half the regular rate of pay for any time worked over 40 hours a week or, for domestic workers residing in the home of the employer, over 44 hours a week.

Tips: Employers may not use tips as credit toward minimum wages owed to an employee.

Deductions: Employers may make deductions from wages that are required by law; authorized by a collective bargaining agreement; and are for the fair market value of meals and lodging provided for the private benefit of the employee; are for the employee's benefit and are authorized in writing; or for an item in which the employer is not the ultimate recipient and the employee has voluntarily signed an authorization. An itemized statement of deductions made from wages must be provided with each paycheck.

Time and payroll records must be kept by employers for at least two years.

Regular paydays must be established and maintained. A pay period may not exceed 35 days.

Meal periods of not less than 30 minutes must be provided to non-exempt adult employees who work six or more hours in one work period. Ordinarily, employees are required to be relieved of all duties during the meal period. Under exceptional circumstances, however, the law allows an employee to perform duties during a meal period so long as they are paid. When that happens, the employer must pay the employee for the whole meal period.

Paid rest periods of at least 10 minutes for adults (15 minutes for minors) must be provided during each four-hour work period or major part

of four hours worked. (There are narrow exceptions for adult employees working alone in retail/service establishments.) Certain employers are required to provide additional rest periods to employees to express milk for a child. With the exception of certain tipped food and beverage service workers, meal and rest periods may not be waived or used to adjust working hours; however, meal and rest period provisions may be modified by the terms of a collective bargaining agreement.

Final paychecks: If an employee is fired, the final paycheck is due no later than the end of the first business day after the discharge. If an employee quits with 48 hours or more notice, wages are due the last working day (excluding Saturdays, Sundays and holidays). If an employee quits without at least 48 hours notice, wages are due in five days (excluding Saturdays, Sundays and holidays) or on the next payday, whichever occurs first. (There are some exceptions. Contact the nearest Bureau of Labor and Industries office for information.)

Domestic Service Employment: Special rules apply to persons employed as domestic workers. Contact the Bureau of Labor and Industries for more information.

Employment of Minors

Employment certificates: Employers must have an Employment Certificate, validated by the Bureau of Labor and Industries, before they hire minors. An employer must post the validated certificate in a conspicuous place where all employees can readily see it.

Working Hours

For 14 and 15 year-olds:
When school is in session:

- > Three hours per day on school days

- > Eight hours per day on non-school days, 18 hours per week maximum
- > Only between the hours of 7 AM and 7 PM
- > Working is not allowed during school hours

When school is not in session:

- > Eight hours per day
- > 40 hours per week maximum
- > From June 1 through Labor Day: 7 AM to 9 PM

For 16 and 17 year-olds:

- > Any hours
- > 44 hours per week maximum

Working Conditions

Meal periods: Meal periods of not less than 30 minutes must be provided to non-exempt minor employees who work six or more hours in one work period.

Paid rest periods of at least 15 minutes must be provided during each four hour segment (or major portion) of work time.

Hazardous/Prohibited Occupations: Minors may not be employed in dangerous occupations. Contact the Bureau of Labor and Industries for complete information.

Adequate work must be provided if the employer requires the minor to report to work. Adequate work means enough work (or compensation in lieu of work) to earn at least one half of the scheduled day's earnings.

Agricultural Employment: Special rules apply to minors working in agriculture. Contact the Bureau of Labor and Industries for more information.



For Additional Information:

Contact the Bureau of Labor and Industries:

Online: www.oregon.gov/boli

Email: whdscreener@boli.state.or.us

Eugene..... 541-686-7623 Technical Assistance For Employers Program: 971-673-0824

Portland..... 971-673-0761 TTY: 711

Salem..... 503-378-3292

This is a summary of Oregon's laws relating to minimum wage, working conditions and the employment of minors. It is not a complete text of the law.

PENALTIES: Willful failure to pay wages due to an employee upon termination may be penalized by continuation of the employee's wages up to a maximum of 30 days.

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Employer Rights & Responsibilities

YOUR RIGHTS AS A SUBJECT EMPLOYER IN OREGON

As an employer subject to Unemployment Insurance (UI) in the State of Oregon you are entitled to fair professional prompt and courteous service. You can expect a clear explanation of any of our tax processes, including audits and collections, and your rights under these processes.

CONFIDENTIALITY AND YOU

The law protects you as an Oregon employer from unauthorized disclosure of information you have provided. Any information that you provide is kept confidential, whether from your quarterly reports, letters or during meetings with our auditors or other employees. In some cases, the law allows the Employment Department to share information with government agencies, such as the Internal Revenue Service, the Oregon Department of Revenue and certain other state and local agencies. All such disclosures are clearly described in ORS 657.665.

EMPLOYER TAX AUDITS

All federal and state taxing agencies perform audits to ensure compliance with their laws. ORS 657.660 gives the Employment Department the right to audit employer or potential employer records. Employers must allow the Employment Department to review records if asked. The usual audit covers one calendar year. If exceptions are found, the audit will go back two additional years. An audit can go back seven years under special circumstances. We review payroll records, W-2's, 1099's, IRS and State Department of Revenue records, corporate minutes and general disbursement records such as your check register, invoices, canceled checks, etc.

EMPLOYER APPEAL RIGHTS

Oregon law provides you with appeal rights. Many documents you receive give you the option to appeal the decision or assessment. It is important that all appeals are requested in a timely manner. Normally you have 20 days from the date of the notice to request a hearing. Your hearing request must be in writing and must also state why you feel the decision or assessment is unjust. If the request is not received within the stated appeal period, you will need to show good cause why your request was late.

Your hearing will generally be held by telephone. An attorney is not required but you may choose to have an attorney or representative available. A decision is normally issued within one to three weeks after the hearing is held. If you disagree with the hearing decision you may appeal to the Oregon Court of Appeals per the written instructions in the hearing decision.

At any time, if you have questions regarding your appeal rights, please contact us so we can help you protect your rights.

RESPONSIBILITIES OF A SUBJECT EMPLOYER

- Register with the Employment Department by completing and sending a Combined Employer's Registration (Form 150-211-055) to the Oregon Department of Revenue. This form is available at www.oregon.gov/dor.
- Post the notice (Form 11) that you are a subject employer where employees can read it. The form is mailed once it is determined your firm is a subject employer.
- Keep adequate business payroll records.
- Pay taxes or reimbursements when due.
- File the required quarterly or annual tax forms on time with complete information.
- Inform the Employment Department and Department of Revenue of any changes to the organization or its status. Any change in legal entity (e.g. partnership to corporation) requires a new Business Identification Number. Use the Change in Status form to do this. The form is available in the back of the current year's Oregon Combined Payroll Tax Report booklet or on line at: www.oregon.gov/dor.

REPORTING REQUIREMENTS

Most subject employers are required to report quarterly. For quarterly filers, reports are due on April 30, July 31, October 31 and January 31 of each year. If you only employ domestic (in home) employees, you may report annually. The "domestic" annual reports are due by January 31 of the following year.

SUPPORT BUSINESS & PROMOTE EMPLOYMENT

As an employer subject to Unemployment Insurance Tax, you are required to report wage information and pay UI taxes on combined forms with the Department of Revenue (Withholding, Trimet and Lane Transit) and the Department of Consumer and Business Services (Workers' Benefit Fund).

The forms required for reporting wages are the Form OQ-Oregon Quarterly Tax Report, Oregon Schedule B-State Withholding Tax (if applicable), Form 132-Employee Wage Detail Report or for annual "domestic" filers, the form OA-Oregon Annual Tax Report and Form 132-Domestic.

REPORTING OPTIONS

Oregon has a suite of reporting options that allows any employer to file the combined quarterly payroll tax report electronically. Each option uses common office technology such as the computer, telephone, and the Internet.

Electronic reporting is easy, fast, accurate, and paper free!

To obtain the OTTER reporting system or to learn about other options for reporting you can call us at (503)947-1488, use the order form in the Oregon Combined Payroll Tax Report booklet, or download the program from the Internet. The address is: www.oregon.gov/employ/tax

You may file a "no payroll" report via the phone by calling (503)378-3981.

PAYMENTS, PENALTIES AND INTEREST

Unemployment Insurance tax payments are due by the last day of the month following the end of the quarter, but may be made more frequently. Unemployment Insurance tax payments for "domestic" employers are due January 31 of each year.

To pay taxes, you may use Form OTC unless you are required to make payments using EFT (Electronic Funds Transfer). You may contact the Department of Revenue at (503)947-2017 for information on paying by EFT.

Penalties and interest may be assessed if you are late filing your reports or paying taxes due.

Questions

If you have questions or need additional information, please contact the Employment Department tax representative in your area or call 503-947-1488. To find your tax representative, view the web page at www.oregon.gov/EMPLOY/TAX/TaxOffices.shtml. TDD/Nonvoice Users 711 or by email at taxinfo@emp.state.or.us. You may also visit our web site at www.oregon.gov/EMPLOY/TAX/.

WorkSource Oregon Employment Department is an equal opportunity employer/program. Auxiliary aids and services, alternate formats and language services are available to individuals with disabilities and limited English proficiency free of cost upon request. For more information please call 503-947-1488. TTY/TDD – dial 7-1-1 toll free relay service. Access free online relay service at: www.sprintrelayonline.com

WorkSource Oregon Departamento de Empleo es un programa que respeta la igualdad de oportunidades. Disponemos de servicios o ayudas auxiliares, formatos alternos y asistencia de idiomas para personas con discapacidades o conocimiento limitado del inglés, a pedido y sin costo. Para mayor información llame al 503-947-1488. TTY/TDD – marque gratis al N° 7-1-1 servicio de remisión. Acceda al servicio gratis de remisión en-línea: www.sprintrelayonline.com

You have a right to a safe and healthful workplace.

IT'S THE LAW!

- 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 and unhealthful conditions in your workplace. You or your representative may participate in the inspection.
- 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 Avenue, Suite 715
Seattle, Washington 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.
- 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 below.

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

Field Offices:

Bend (541) 388-6066

Eugene (541) 686-7562

Medford (541) 776-6030

Pendleton (541) 276-9175

Portland (503) 229-5910

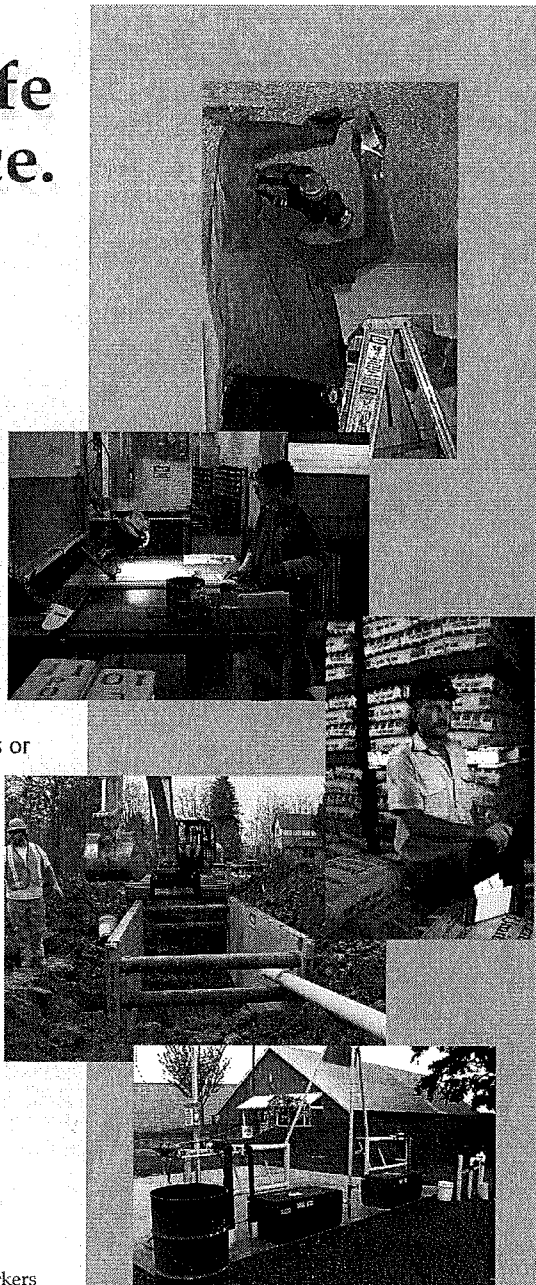
Salem (503) 378-3274

1(800) 922-2689

www.orosha.org



This free poster is available from Oregon OSHA
— It's the law! —



**NOTICE IS HEREBY GIVEN
THAT THE EMPLOYER SHOWN BELOW IS SUBJECT TO
OREGON EMPLOYMENT DEPARTMENT LAW**

If you become unemployed or are employed less than full time, you may be eligible for unemployment insurance benefits. However, if you quit work without good cause or are fired or suspended for misconduct:

- You will be denied benefits until you have returned to work and,
- In order to requalify you must be separated from the new work for a non-disqualifying reason and,
- Your maximum benefits payable to you will be reduced.

OREGON TRIAL LAWYERS ASS'N

For further information on how to file an unemployment insurance claim go to:
www.WorkingInOregon.org

This form is required to be posted in your place of business. This is notice to your employees that you are registered with the Employment Department and those employees may be eligible for unemployment insurance benefits if they become unemployed. To obtain a Spanish version please contact us at our central help number: 503-947-1488

WorkSource Oregon Employment Department is an equal opportunity employer/program