

# 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

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](mailto:help@boli.state.or.us)  
Web: [oregon.gov/boli](http://oregon.gov/boli)  
Se habla español.



**20** **OREGON LAWS**  
**20** Protect You At Work

# BREAKS & MEALS + OVERTIME & PAYCHECKS

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

## BREAKS & MEALS

- ▶ For each 8 hour work shift you get these breaks free from work responsibilities:
  - » Two 10 minute paid rest breaks
  - » One 30 minute unpaid meal break
- ▶ You also get reasonable breaks as needed to express milk (and a private space that is not a bathroom to pump) until your child reaches 18 months of age.
- ▶ If your shift is longer or shorter than 8 hours, refer to the chart here or visit [oregon.gov/boli](http://oregon.gov/boli) for more information.

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 - 18 hrs	4	2

## OVERTIME & PAYCHECKS

- ▶ If you work more than 40 hours in one week, you must receive overtime pay of 1.5 times your regular pay rate. There are some exceptions but they are uncommon.
- ▶ **Regular paydays are required by law.** You must receive a paycheck at least every 35 days. Your employer must provide you with a detailed paystub.
- ▶ 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.



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# 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 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.
- ▶ You're also protected during the **hiring process**:
  - » Employers cannot ask for your salary/pay history before they make an offer of employment
  - » Employers cannot screen job applicants based on current or past salary/pay history
  - » Employers cannot determine compensation for a job based on the current or past compensation of a potential new employee (not including internal transfers)
- ▶ 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.

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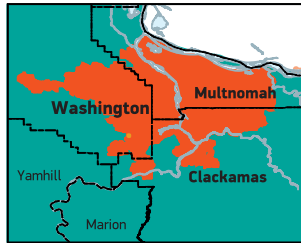
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# MINIMUM WAGE

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)



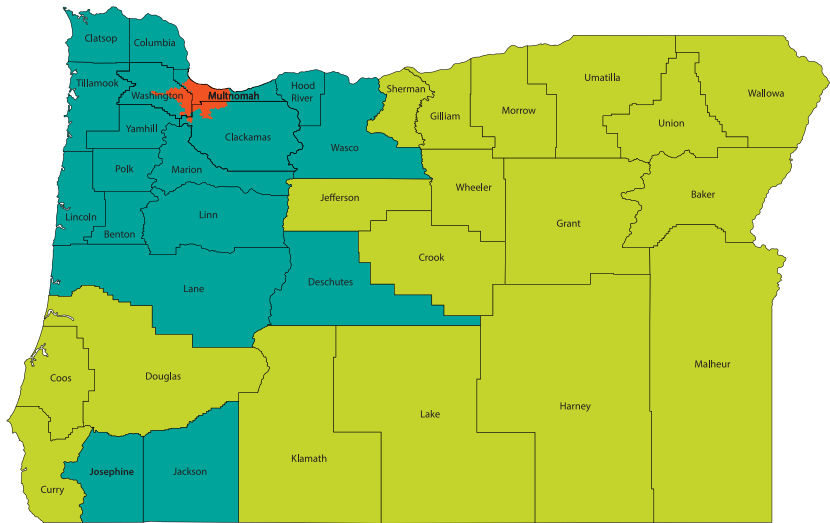
\* The minimum wage you should get depends on your employer's exact address. If you work **INSIDE** the urban growth boundary, you should make at least \$13.25. If you work **OUTSIDE** the urban growth boundary, you should make at least \$12.00. Look up your work address here: [bit.ly/metroboundary](https://bit.ly/metroboundary)

## \$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 [eitc outreach.org](https://eitc outreach.org)

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# 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 violations.
- ▶ **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 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 the same or different sex or gender.



## 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 safety.**
- ▶ 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.

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# SICK TIME

**All Oregon workers get protected sick time.**  
If you work for an employer with 10+ employees (6+ 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 40 hours a year.
- ▶ **You can use sick time for many reasons, including if you or a family member is sick, injured, experiencing mental illness, or need to visit the doctor.**
- ▶ Your employer must pay you your regular wage when you take sick time if they have 10+ employees (6+ if they have a location in Portland). Otherwise, your sick time is protected but unpaid.
- ▶ You can start taking protected sick time after you've worked for at least 90 days. Your employer must regularly let you know how much sick time you have earned.

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# Workplace Accommodations Notice

Jireh 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.

Jireh 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;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

## Employees and job applicants have a right to be free from unlawful discrimination and retaliation

For this reason, Jireh **will not**:

- Deny employment opportunities on the basis of a need for reasonable accommodation
- Deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship.
- 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 your HR representative in the human resources department.

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# NO SMOKING OR VAPING WITHIN 10 FEET



Under Oregon's Indoor Clean Air Act this business is smoke, aerosol and vapor free (ORS 433.835-870). Smoking, aerosolizing or vaporizing of inhalants is not allowed within 10 feet of building entrances, exits, windows, accessibility ramps and air intake vents.

## **For information and complaints:**

1-866-621-6107 or <http://healthoregon.org/morefreshair>

## **Want to quit smoking?**

1-800-QUIT-NOW (800-784-8669)  
or 1-855-DEJELO-YA (Español)

SMOKEFREE  
oregon



# IT'S THE LAW!

## Know your rights

*You have a  
right to a safe  
and healthful  
workplace*

- › 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 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. 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.**

***This free poster is available from Oregon OSHA***

***— It's the law! —***

**1-800-922-2689**  
**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**  
**Bend ..... 541-388-6066**  
**Eugene ..... 541-686-7562**  
**Medford ..... 541-776-6030**  
**Pendleton ..... 541-276-9175**  
**Portland ..... 503-229-5910**  
**Salem ..... 503-378-3274**

**Oregon  
OSHA**



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

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