



REQUIRED EMPLOYMENT POSTINGS

All employers are required to have posted a number of state and federal postings. These posters should be in locations where employees respond to work. Employers should verify each year that the postings are current. The required documents can be purchased or downloaded for free. Below is a list of the required state and federal postings. Please compare this list to what you have. Please note that based on the number of your employees, there may be some documents you will not be required to have.

State Required Posters

- State Minimum Wage
- Job Safety and Health "It's the Law"
- Oregon Protections for Victims of Domestic Violence, Harassment, Sexual Assault and Stalking
- Oregon Family Leave Act **(Employers with 25 or more employees)**
- No Smoking

State Required Compliance Notices

- Workers Compensation Notice of Compliance
- Employment Insurance Notice

Federal Posters and Compliance Notices

- Federal Minimum Wage
- Family and Medical Leave **(Employers with 50 or more workers during 20 weeks of the year)**
- Uniformed Services Employment and Reemployment Rights Act (USERRA)
- Employee Polygraph Protection Act
- Equal Employment Opportunity "EEO is the Law" **(Employers with 15 or more employees during 20 weeks of the year)**
- NLRB Employee Rights Notice

Once you have checked your posters, if you need to update them or if you are in need of one, you can go to: www.oregon.gov/BOLI/TA/Pages/Req_Post.aspx. This website will allow you to download and print any poster from the list above for free. If you have any questions regarding the required postings, please contact the Risk Management Department.

BUREAU OF LABOR AND INDUSTRIES
Val Hoyle, Commissioner

**OREGON
MINIMUM WAGE RATES**
Effective July 1, 2018 to June 30, 2019

An employer shall pay an employee no less than the minimum wage rate for the region in which the employer is located. (See region descriptions below.)

| | |
|--------------------|------------------|
| Standard: | \$10.75 per hour |
| Portland Metro: | \$12.00 per hour |
| Nonurban Counties: | \$10.50 per hour |

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

Regions
The "Standard" rate applies to the following counties, with the exception of those areas located within the urban growth boundary of a metropolitan service district: Benton, Clackamas, Clatsop, Columbia, Deschutes, Hood River, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Multnomah, Polk, Tillamook, Waco, Washington, and Yamhill.
The rate for "Portland Metro" includes areas located within the urban growth boundary of a metropolitan service district.
The rate for "Nonurban Counties" applies to the following counties: Baker, Coos, Crook, Curry, Douglas, Gilliam, Grant, Harney, Jefferson, Klamath, Lake, Malheur, Marion, Sherman, Umatilla, Union, Wallowa, and Wheeler.

Employer Location
Employers are required to pay their employees at least the minimum wage rate in effect for the region where the employer is located. Employees who perform more than 50% of their work in a pay period at the employer's permanent fixed business location in Oregon must be paid at least the minimum wage rate for the region in which the employer's business is located. Employees who make deliveries as a part of their job and who start and end their workday at the employer's permanent fixed business location must be paid at least the minimum wage rate for the region in which the employer's business is located. Employees who do not perform more than 50% of their work in a pay period at the employer's permanent fixed business location in Oregon must be paid at least the minimum wage rate for the region in which the employer performs work.

General Working Conditions
Overtime: Unless exempt, employers 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 employee, over 44 hours a week.
Tip: Employers may not use tips as a 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, are for the fair market value of meals and lodging provided for the private benefit of the employee, or for the employer's benefit and are authorized in writing, or for an item in which the employee is not the ultimate recipient and the employer has voluntarily agreed to authorize. An amount stated of deductions made from wages must be provided with each paycheck.
Time records must be kept by employers for at least two years. **Payroll records** must be kept by employers for at least three 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 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 employer to be paid at least the minimum wage rate for the employee to perform duties during a meal period no longer as they are paid. When that happens, the employer must pay the employee for the entire 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 close in 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 paycheck: When an employee is discharged by an employer or the employer and employee mutually agree to the termination, the final paycheck is due no later than the end of the first business day after the discharge. If an employee quits within 48 hours or more notice, wages are due on the last working day (excluding Saturdays, Sundays and holidays). If an employee quits without at least 48 hours notice, wages are due the first day (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.

Employers may be eligible for the **Earned Income Tax Credit (EITC or EIC)**, a benefit for working people with low to moderate income, particularly those with children. EITC reduces the amount of tax owed and may provide a refund. Visit these websites for additional information about how to qualify:
Federal: <https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit>
Oregon: <https://taxes.oregon.gov/Forms/2018/oregon-credits>

For Additional Information:
Contact the Bureau of Labor and Industries:
Online: www.oregon.gov/boli • Email: adddeserve@boli.state.or.us
Eugene 541-686-7623 Technical Assistance for Employers Program: 971-673-0824
Portland 971-673-4761 TTY: 711
Salem 503-378-3262

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

This is a summary of Oregon's laws relating to minimum wage and working conditions. It is not a complete text of the law.
THIS INFORMATION MUST BE POSTED IN A CONSPICUOUS LOCATION