

## Required Employment Posters in Oregon

### What to Post:

Poster	All Public Employers	6 or more employees	25 or more employees	Last Updated
EEOC "It's The Law"	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Nov. 2009
Federal Family & Medical Leave Act	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Apr. 2016
Federal Minimum Wage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	July 2016
Federal USERRA (military rights)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	July 2008
No Smoking Notice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jan. 2016
Oregon Minimum Wage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	July 2016
Oregon OSHA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Oct. 2016
ORS 260.432 Restrictions on Political Activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jan. 2016
ORS 659.785 No Mandatory Meetings on Political or Religious Matters	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
Oregon Domestic Violence, Harassment, Sexual Assault or Stalking (DVHSAS)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jan. 2014
Oregon Family Leave Act			<input checked="" type="checkbox"/>	Jan. 2016

### Where to Find Copies:

Most of the above posters can be downloaded and printed from the BOLI website:

[http://www.oregon.gov/boli/TA/pages/Req\\_Post.aspx](http://www.oregon.gov/boli/TA/pages/Req_Post.aspx)

ORS 260.432 Notice – Last page of the publication, "Restrictions on Political Campaigning by Public Employees – ORS 260.432":

<http://sos.oregon.gov/elections/Documents/restrictions.pdf>

ORS 659.785 Notice – BOLI has not issued a model notice. One example can be found at:

[http://www.oregon.gov/das/HR/Documents/Religious\\_Political\\_Communications\\_Poster.pdf](http://www.oregon.gov/das/HR/Documents/Religious_Political_Communications_Poster.pdf)

### Where to Post (All Apply):

- In conspicuous places (i.e., breakroom)
- Where employees and applicants can see them
- In all employer workplace locations
- In a language common to a significant portion of workers if they are not fluent in English
- No Smoking Notice must be prominently posted at each entrance and exit to the employer's buildings
- Electronic posting (i.e., intranet website) can supplement, but not replace actual posting

## Specific Posters:

Except as noted, all of the posters below should be posted in accordance with the “Where to Post” guidelines above.

### **Oregon Employment Insurance Notice (Form 11 Employment Dept.)**

- All employers with \$1,000 in payroll in a calendar quarter and at least one employee during 18 different weeks in a calendar year
- Oregon Employment Department provides a personalized copy when an unemployment insurance account is set up or re-opened
- Replacement copies may be ordered at:  
<https://secure.emp.state.or.us/tax/forms.cfm>

### **Oregon Employment of Minors Certificate**

- Employers must post if they will employ minors (14-17 years old) during the year
- BOLI issues the certificate after the employer submits an Annual Employment Certificate Application  
[http://www.oregon.gov/boli/WHD/CLU/docs/employment\\_permit\\_app\\_14-17.pdf](http://www.oregon.gov/boli/WHD/CLU/docs/employment_permit_app_14-17.pdf)
- A copy of the certificate must be posted in each of the employer’s work locations
- The certificate must be renewed annually

### **Oregon Sick Leave**

- All employers must post notice of the requirements and rules of the 2016 Oregon sick leave law
- Notice can be either:
  - A policy included in the employee handbook that is made available to employees; **or**
  - The following notice posted:  
[http://www.oregon.gov/boli/TA/SiteAssets/Lists/FeaturedContent/EditForm/Sick%20Time%20Poster%20\(FINAL%20English\).pdf](http://www.oregon.gov/boli/TA/SiteAssets/Lists/FeaturedContent/EditForm/Sick%20Time%20Poster%20(FINAL%20English).pdf)

### **Workers’ Compensation Insurance Notice of Compliance**

- All employers must post as proof of workers’ compensation coverage
- Oregon Workers’ Compensation Division provides a personalized copy to the employer when coverage is first obtained or changed
- Additional copies may be ordered at:  
<http://wcd.oregon.gov/employer/Pages/noc-poster.aspx>