



THE OREGON LABOR LAW POSTER SERVICE
3760 MARKET STREET, N.E. #104
SALEM, OREGON 97301-1826

For compliance assistance
you may call us at: 1-877-321-4144

FAX: 1-888-442-4144

Notice Date: FX-08
Key Code:

ATTENTION ALL EMPLOYERS!
New Minimum Wage
Effective January 1st 2008

Dear Employer,
State and Federal Law requires **Oregon** employers to post the following notices at most work sites. Investigations may be conducted by State inspectors. An employer found to be in violation of State or Federal Laws by willfully failing to post up-to-date OSHA posters may be subject to **monetary penalties** of up to **\$7000**, as well as exposure to **civil liability actions**. The Oregon Labor Law Poster Service is a non-governmental organization providing mandatory workplace posters and does not have a contract with any government agency. Certain posters may also be available free from the issuing governmental agencies. Compliance with State and Federal posting requirements may be achieved by responding to the order form below. **PLEASE RESPOND TODAY TO THE ENCLOSED.**

STATE POSTING REQUIREMENTS

- ☐ **Minimum Wage (Oregon Revised Statutes §653.050)**
“Every employer . . . shall keep summaries of ORS 653.010 to 653.261, summaries of all rules promulgated by the Commissioner of the Bureau of Labor and Industries pursuant to ORS 653.010 to 653.261 and summaries of all rules promulgated by the Wage and Hour Commission posted in a conspicuous and accessible place in or about the premises where such employees are employed.”
- ☐ **Family Leave Act (Oregon Administrative Rule 839-009-0300)**
“Each covered employer must display the . . . notice. The notice must be displayed in each building or worksite in an area that is accessible to and regularly frequented by employees.”
- ☐ **Job Safety & Health (Oregon Administrative Rule 437-001-0275)**
“The Safety and Health Protection on the Job poster shall be posted permanently.”
- ☐ **Employment Insurance (Oregon Revised Statutes § 657.260)**
“Each employer shall post and maintain printed statements concerning such regulations or such other matters as the director may by regulation prescribe in places readily accessible to individuals in the employer’s service....”
- ☐ **Workers’ Compensation (Oregon Revised Statutes § 656.056)**
“All subject employers shall display in a conspicuous manner about their works, and in a sufficient number of places reasonably to inform their workers of the fact, printed notices . . . stating that they are subject to [Workers’ Compensation Act] . . .”
- ☐ **No Smoking (Oregon Administrative Rule 333-015-0040)**
“An employer . . . shall post signs prohibiting smoking. Signs shall use either the “no smoking” symbol (a cigarette with a diagonal slash through it within a circle) or the words “No Smoking” or both. Signs shall be posted prominently at each outside entrance to the place of employment or building.”

FEDERAL POSTING REQUIREMENTS

- ☐ **Federal Minimum Wage Act (29 CFR § 516.4)**
Pursuant to **29 USC §206(a)(1)**, as amended by P.L. 110-28, H.R. 2206, effective July 24, 2007, the federal minimum wage increases from \$5.85 an hour to \$6.55 an hour.
“Every employer ... shall post and keep posted a notice explaining the Act ... in conspicuous places in every establishment where such employees are employed so as to permit them to observe readily a copy.”
- ☐ **Uniform Services Employment and Reemployment Rights Act (38 USCA § 433(a))**
“Each employer shall provide to persons entitled to rights and benefits under this chapter a notice of the rights, benefits, and obligations of such persons and such employers under this chapter. The requirement for the provision of notice under this section may be met by the posting of the notice where employers place notices for employees.”
- ☐ **Employee Polygraph Protection Act (29 CFR § 801.6)**
“Every employer subject to the EPPA shall post and keep posted on its premises a notice explaining the Act, as prescribed by the Secretary. Such notice must be posted in a prominent and conspicuous place in every establishment of the employer where it can be readily observed by employees and applicants for employment.” Under 29 CFR § 801.42(7) a civil penalty not to exceed **\$10,000** may be assessed against any employer for violating any provision of this Act.
- ☐ **Equal Employment Opportunity is the Law (29 CFR § 1601.30)**
“Every employer ... shall post and keep posted in conspicuous places upon its premises notice in an accessible format ... describing the applicable provisions of title VII and the ADA. Such notice must be posted in prominent and accessible places where notices to employees...are customarily maintained...[F]ailure to comply with this section is punishable by a fine of not more than **\$110** for each separate offense.”
- ☐ **Family and Medical Leave Act (29 USC § 2619(a)(b))**
“Each employer shall post and keep posted, in conspicuous places on the premises of the employer where notices to employees and applicants for employment are customarily posted, a notice ... setting forth excerpts from, or summaries of, the pertinent provisions of this subchapter and information pertaining to the filing of a charge...Any employer that willfully violates this section may be assessed a civil money penalty not to exceed **\$100** for each separate offense.”
- ☐ **Occupational Safety and Health Act (29 CFR § 1903.2(a)(1))**
“Each employer shall post and keep posted a notice or notices ... informing employees of the protections and obligations provided for in the Act ... in a conspicuous place or places where notices to employees are customarily posted. Each employer shall take steps to insure that such notices are not altered, defaced, or covered by other material.”

PLEASE MAIL THIS FORM WITH YOUR CHECK, PAYABLE TO:
THE OREGON LABOR LAW POSTER SERVICE
3760 MARKET STREET, N.E. #104
SALEM, OREGON 97301-1826
1-877-321-4144 (phone orders)

Please send the following posters:

Complete Set(s) of Federal and State
____ 1st set..... \$59.50 \$
____ Add'l. set(s) \$52.50 \$

Separate Posters
____ Federal Only \$24.50 each \$
____ State Set \$49.50 each \$

(1st set \$77.5; Shipping \$
add'l sets and Individual
posters \$5.75 each;) TOTAL \$

Please Call for Large Order Discounts.

Order Form FX-08 Key Code:
A complete set is made up of three large posters, one Federal and two State.
Posters are 18" x 24" in full color and laminated in plastic.
Posters also available in Spanish – please call.

PLEASE FAX CREDIT CARD ORDERS TO: 1-888-442-4144 – FAX

Enclosed: ☐ Check ☐ Money Order ☐ Automatic Annual Renewal
Credit Card: ☐ VISA ☐ MC ☐ AmEx ☐ Discover
Credit Card #: _____ – _____ – _____ Exp. ____/____
Signature _____
Ship to: (please print clearly) Attention: _____
Company: _____
Address: _____
City: _____ State _____ Zip _____
Phone: (_____) _____