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**AUHR 1.05 POSTING AND NOTICE REQUIREMENTS**

**Rule**

There are a variety of posters and notices required by law that shall be posted in a conspicuous place at the work site where workers have ready access to the information. A conspicuous place would be anywhere employees congregate such as the lunchroom, a time clock, or check-in table. Large fines can be charged for being out of compliance.

**Required Notices**

The following is a list provided by the Bureau of Labor and Industries. At the end of the list, you will find out how to order numbers 1-7.

1. Federal Minimum Wage Poster  
U.S. Department of Labor, Wage and Hour Division, 503-326-3057  
Website: <http://www.dol.gov>
2. Polygraph Protection Act Notice  
US Department of Labor, Wage and Hour Division, 503-326-3057  
Website: <http://www.dol.gov>
3. Federal Family and Medical Leave Poster  
U.S. Department of Labor, Wage and Hour Division, 503-326-3057  
Website: <http://www.dol.gov>
4. EEOC "The Law"  
EEOC, 1-800-669-3362  
Website: <http://www.eeoc.gov>
5. State Minimum Wage Poster  
BOLI, Technical Assistance for Employers, 971-673-0824  
Website: <http://www.oregon.gov/BOLI>
6. Oregon Family Leave Poster  
BOLI, Technical Assistance for Employers, 971-673-0824  
Website: <http://www.oregon.gov/BOLI>

7. Job Safety and Health Poster

Department of Consumer & Business Services, Oregon OSHA Resource Center, 1-800-922-2689 Website: <http://www.cbs.state.or.us/external/oshacenter>

8. Worker's Compensation Notice of Compliance

The Workers' Compensation Division issues this notice after it receives the "Guaranty Contract" from the insurer. Employers should receive this notice after purchasing workers' compensation insurance. Contact Labor Relations if you need this information. Website:

<http://www.cbs.state.or.us/external/wcd/operations/coverage/nocorder.html>

9. Uniformed Services Employment and Reemployment Rights Act (USERRA) poster

Website: [http://www.dol.gov/vets/programs/userra/USERRA\\_Federal.pdf](http://www.dol.gov/vets/programs/userra/USERRA_Federal.pdf)

10. American Recover and Reinvestment Act (ARRA) 2009 Website:

<http://www.recovery.gov/Contact/ReportFraud/Documents/WhistleblowerPoster.pdf>

11. Employment of Minors Certificate

This poster is required for those who employ minors. The City receives a new poster each year. Contact Labor Relations if you need this information.

What Bureau of Labor and Industries (BOLI) offers:

BOLI offers an "8-in-1" poster which includes the first seven state and federal postings required. It is 24'x39' and costs \$10 + \$7.50 postage and handing. You may order by calling 971-673-0824, pick one up at the Portland Office, 800 NE Oregon Street, Suite 1045, or click on this hyperlink

[http://www.boli.state.or.us/BOLI/CRD/C\\_Postings.shtml](http://www.boli.state.or.us/BOLI/CRD/C_Postings.shtml). Go to "Commonly Required Postings in Oregon" and click on "Order Form." Print the form, indicate the number of "Commonly Required Postings in Oregon" posters you need and send in the form with payment.

## **Management Services Responsibility**

Management Services is responsible for ensuring the required postings are conspicuously posted in each work site or location.

## Updates in Posting Requirements

Labor Relations will notify Bureau of Human Services Site Team Managers if changes in postings are required as well as a yearly reminder of the posting requirements. Management Services will consult with the Site Team Manager for the Auditor's Office.

## Contact Information

Management Services

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## Human Resources Rule Information and History

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 1.05 Posting Requirements.

Adopted by Council March 6, 2002, Ordinance No. 176302.

Last revised April 19, 2010.