1.05 POSTING 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.

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  
   U.S. 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/osha

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. **Employment Insurance Notice (Form 11)**
   The Employment Department automatically sends this notice after an account is set up or reopened. Website: http://www.employment.oregon.gov


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 a “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. 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.

<table>
<thead>
<tr>
<th><strong>Site Team Manager Responsibility</strong></th>
<th>Human Resources Site Team Managers need to ensure the required postings are conspicuously posted in each work site or location. Large fines can be charged for being out of compliance.</th>
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</thead>
<tbody>
<tr>
<td><strong>Updates in Posting Requirements</strong></td>
<td>Labor Relations will notify Site Team Managers if changes in postings are required as well as a yearly reminder of the posting requirements.</td>
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<tr>
<td><strong>Contact Information</strong></td>
<td>Labor Relations</td>
</tr>
</tbody>
</table>
| **Administrative Rule History**     | Adopted by Council March 6, 2002, Ordinance No. 176302  
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Revised October 19, 2010 |