

POSTERS, POSTERS, ZERO CENTS A POST

Q. A person came to my business asking to inspect the locations and postings of the state required posters and notices. Does the Oregon Bureau of Labor and Industries send out poster inspectors to make unannounced poster inspections?

- A. The Oregon Bureau of Labor and Industries (BOLI) does not send out poster inspectors. Please treat any visitors, who show up unannounced at your place of business without identifications or appointments, according to your company's policy.

It is possible that during the course of an investigation of a wage claim or discrimination complaint, a compliance officer or investigator may verify the presence of certain required posters. In most cases, you have dealt with this person before. If you have not met or talked to this individual in the past, please feel free to call the local (BOLI) office to verify the identity of the visitor.

Q. Where can I find all the required posters?

- A. Many of the generally required state posters and notices can be found and downloaded for **FREE** at www.oregon.gov/BOLI. Please click on the Posters link.

STATE REQUIRED POSTERS	Who must post?
State Minimum Wage poster (new posters for 2008 are available now)	All employers in Oregon, except federal government employers
Agricultural Employees: Your Rights Under Oregon's Minimum Wage Law and Child Labor Law Notice	All agricultural employers in Oregon
Oregon Family Leave Act poster	Employers with 25 or more employees in Oregon
Job Safety and Health poster, "It's the Law"	Employers with one or more employees
No Smoking poster	All employers open to the public
Workers' Compensation Notice of Compliance	All employers with one or more workers
Employment Insurance Notice (Form 11)	Employers with at least a \$225 payroll in a calendar quarter and employers with one or more workers during 18 different weeks in a calendar year

Your industry may have additional requirements that you might be responsible to post. As a courtesy to employers, BOLI also provides the following federal posters and compliance notices on our website. They can be downloaded for **FREE**.

FEDERAL POSTERS & COMPLIANCE NOTICES	Who must post?
Federal Minimum Wage poster	All employers subject to the Fair Labor Standards Act
Polygraph Protection Act Notice	All employers engaged in commerce
Family and Medical Leave poster	Employers with 50 or more workers during 20 weeks of the year
Equal Employment Opportunity is the Law poster	Employers with 15 or more employees during 20 weeks of the year (including employment agencies and labor organizations)
The Uniformed Services Employment and Reemployment Rights Act (USERRA) poster	All employers covered by USERRA.

If you do not wish to download these free posters, you may purchase an “8-in-1” poster, *Commonly Required Postings in Oregon*, or an “11-in-1” poster, *Postings for Employers in Agriculture*, for \$10 each.

For more information about these and other important issues affecting Oregon employers, please visit our website at www.boli.state.or.us. You may also call our Employer Information Line at 971-673-0824.