



Employers: Know Your Responsibilities!

Having staff on the payroll creates legal obligations under wage and hour, civil rights, and Oregon leave laws. This checklist will help you to safely navigate the road to becoming an Oregon employer.



Get the full picture.

Multiple agencies have employment requirements, but the **Secretary of State's Oregon Employer's Guide** has you covered.

It covers topics like tax ID numbers, workers compensation insurance, state and federal requirements for new hires, and more.



Set ground rules.

Oregon law requires all employers to have at least two policies, and provide them to employees in the workplace and on other occasions:

- A clear policy to reduce and prevent harassment, discrimination, and sexual assault.
- A sick leave policy that gives employees the right to earn and use protected time off to take care of themselves or their family.



Contact Employer Assistance for help!

BOLI's Employer Assistance team provides confidential assistance to employers.

Call: 971-361-8400

Email:

employer.assistance@boli.oregon.gov

Web: oregon.gov/boli/employers

Scan the code for more employer resources!



Get the posters.

State and federal laws require employers to provide employees with written notice of their rights. You never have to pay money to obtain required posters.

Find Required Worksite Posters on BOLI's website.

