

Recreational Marijuana Program

Compliance Education Bulletin

Bulletin CE2017-11

The Oregon Liquor Control Commission is providing the following information to: All licensees, worker permit holders and worker permit applicants.

The bulletin is part of OLCC's compliance education. It is important that you read it, and understand it. If you don't understand it, please contact the OLCC for help.

Failure to understand and follow the information contained in this bulletin *could result in an OLCC rules compliance violation affecting your ability to work or operate your business.*

Bulletin CE2017-11 covers the following issue(s):

- Temporarily allowing employees to work for an OLCC recreational marijuana licensee while the OLCC processes worker permit applications.

In April 2017, the Oregon Liquor Control Commission required that all employees at licensed facilities hold a valid worker permit. The OLCC has determined that our application processing time may be contributing to a workforce shortage of industry employees who do not have an OLCC issued worker permit. To reduce the burden to employers, especially with the outdoor harvest season approaching, the OLCC is implementing a temporary, short term solution. *From **August 16, 2017 until December 15, 2017** the OLCC will allow licensees to hire employees who have applied for their worker permit while the agency processes the application.*

How to verify an employee has applied for a worker permit

When a worker permit application has been submitted to the OLCC licensing system the applicant will receive an email that includes an application number. Please have the employee provide you with this email and keep it on file at the licensed location until the employee receives their worker permit. While the employee is waiting for the OLCC to issue their worker permit you will need to enter the employee into the CTS as a "non-permitted employee".

Once the employee receives their permit the employee needs to be entered into CTS as an employee with a valid worker permit. Below are brief instructions, please see Compliance Bulletin [CE2017-06](#) for detailed instructions on entering employees into CTS.

[How to enter the non-permitted employee into CTS](#)

When adding a non-permitted employee you will be required to enter the following information:

- Employee's name;
- Employee's 2 digit month and year of birth (e.g. January of 1995 will look like: "0195");
- Employee role/occupation;
- Email (if granting Metrc access);
- Phone Number (if granting Metrc access);
- Metrc home screen (if granting Metrc access); and
- Metrc permissions (if granting Metrc access).

A non-permitted employee's temporary CTS account cannot be converted into a permanent CTS account. When an employee receives their OLCC worker permit the licensee or the licensee's Metrc administrator must create a new CTS account for that employee.

[How to enter the employee into CTS once they receive their permit](#)

When adding an employee with a worker permit you must enter in the following information:

- Employee's worker permit number;
- Employee role/occupation;
- Email (if granting Metrc access);
- Metrc home screen (if granting Metrc access); and
- Metrc permissions (if granting Metrc access).

If granting the employee online Metrc access, this employee's new username will be their 6-digit worker permit number.

After entering an employee's information, including their new OLCC worker permit number, a licensee should delete the employee's non-permitted temporary CTS account.

Questions about worker permits should be directed to the OLCC Recreational Marijuana Worker Permit Program at: marijuana.workerpermit@oregon.gov or by calling 503-872-5207.