

Compliance Education Bulletin

Bulletin CE2017-17

December 6, 2017

The Oregon Liquor Control Commission is providing the following information to: recreational marijuana licensees.

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 CE2017-17 covers the following issue:

- Marijuana worker permits and the conditional employment status of marijuana worker permit applicants.

On November 29, 2017 OLCC Executive Director Steve Marks sent a [compliance message](#) to OLCC recreational marijuana licensees informing them that employees not in possession of an OLCC Marijuana Worker Permit would not be allowed to continue working for an OLCC licensee after December 15, 2017.

The OLCC is modifying this decision to accommodate cannabis industry employees who have taken the appropriate steps to secure a Marijuana Worker Permit.

As reference, in August 2017 the OLCC announced that licensees could hire employees with pending worker permit applications through December 15, 2017. This bulletin clarifies that OLCC is extending that date to December 31, 2017.

Who CAN continue to work for licensees?

Employees can continue to work for recreational marijuana licensees if they meet one of the following conditions:

- They have an approved and active marijuana worker permit;
- They applied for a marijuana worker permit before December 31, 2017 and the OLCC is still reviewing the application.

Who CANNOT continue to work for a licensee?

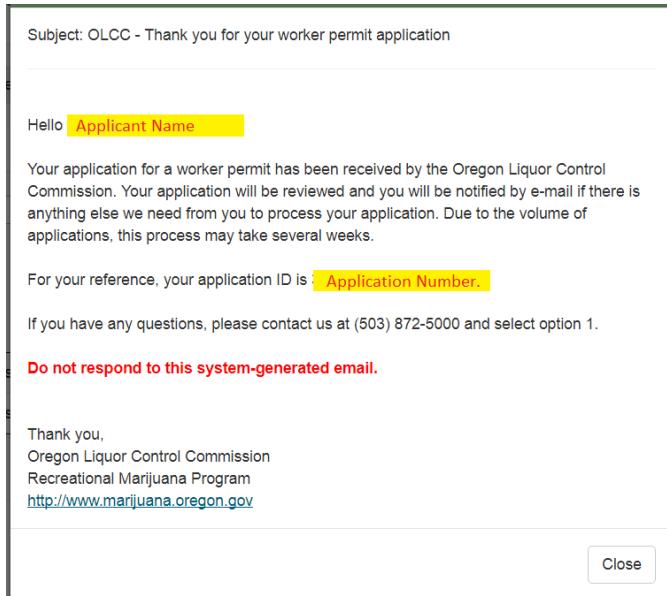
After December 31, 2017, employees cannot work for recreational marijuana licensees if they meet any of the following conditions:

- They have been approved for a marijuana worker permit by OLCC but it is not active because they have not paid the \$100 permit fee;
- Their marijuana worker permit has been denied, suspended, or revoked, or a denial notice has been issued to the permit applicant.

For OLCC Marijuana Licensees:

How do I know if my employee has applied for a marijuana worker permit?

Anyone who has submitted a permit application receives a system-generated message (below) sent to the email address they used to register for their account:



An employee without an active marijuana worker permit may produce this system-generated email as proof of their submitted application; the licensee should retain this proof in their records on-site at their licensed premises.

How do I know whether my employee needs to pay the \$100 permit fee or if their application has been denied?

If you have an employee who does not have a permit and cannot or will not show you their application dashboard, the only way to know is to e-mail OLCC at Marijuana.workerpermit@oregon.gov, with the applicant's first and last name, and ask.

How can I or my employee check the status of their application?

Marijuana worker permit applicants can log into their permit account at any time and see the real-time status of their application. The login page for marijuana worker permits is the same portal as the online marijuana licensing system and is accessible [here](#).

Recreational Marijuana Worker Permit System

Worker Permit Application Dashboard

Your application status is: **New**
What this means: Submitted but not yet assigned

My Application  0

[View my Application](#)

[Change my Email Address](#)

[Change my Home Address](#)

[Change my Mailing Address](#)

[Request Name Change](#)

[Request Proof of Identification Change](#)

[Request Gender Change](#)

[Request Race/Ethnicity Change](#)

[Request Criminal History Change](#)

The meaning of each of the statuses and the effect on an employee's ability to work are:

Application Status	Meaning	Effect on Ability to Work
Draft	OLCC has not received the application; it is not submitted and may have missing information	May not work
New	OLCC has received the application but has yet to process it	Can work if application received on or before December 31st
Under Review	OLCC is reviewing the application	Can work if application received on or before December 31st
Ready for Pay	The application is approved and is pending payment of the \$100 permit fee	May not work after December 31st until permit fee paid
Active	The permit has been approved and paid for	Can work; permit information must be entered into Metrc

Failure by a licensee to verify the status of an employee could result in the OLCC taking action against the licensee, including issuing a Category III violation.

The OLCC is sending separate communications to Marijuana Worker Permit applicants and applicants approved for Marijuana Worker Permits informing them of this policy modification and of their responsibilities and obligations.

Questions should be directed to the OLCC Recreational Marijuana Program at:

marijuana.workerpermit@oregon.gov.