



## **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. 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, 800.669.3362  
Website: <http://www.eeoc.gov>
5. State Minimum Wage Poster  
BOLI, Technical Assistance for Employers, 503.731.4073  
Website: <http://www.boli.state.or.us>
6. Family Leave Poster  
BOLI, Technical Assistance for Employers, 503.731.4073  
Website: <http://www.boli.state.or.us>
7. Job Safety and Health Poster  
Department of Consumer & Business Services, Oregon OSHA Resource Center, 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 [Employee Relations](#) if you need this information.  
Website: [http://www.cbs.state.or.us/worker\\_comp](http://www.cbs.state.or.us/worker_comp)

9. Employment Insurance Notice (Form 11)  
The Employment Department automatically sends this notice after an account is set up or reopened.

Contact [Employee Relations](#) if you need this information.  
Website: <http://www.emp.state.or.us>

What Bureau of Labor and Industries (BOLI) offers:

BOLI offers a “7-in-1” poster which includes the first seven state and federal postings required. It is 2’x3’ and costs \$10 + \$7.50 postage and handing. You may order by calling 503-731-4073, pick one up at the Portland Office, 800 NE Oregon Street, #32, or click on this hyperlink <http://www.boli.state.or.us/technical/tabooks.html>. Go to "Commonly Required Postings in Oregon" and click on "order." Print the form, indicate the number of “Commonly Required Postings in Oregon” posters you need and send in the form with payment.

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**Site Team Manager  
Responsibility**

Human Resources Site 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.

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**Updates in Posting  
Requirements**

Employee Relations will notify Site Team Managers if changes in postings are required as well as a yearly reminder of the posting requirements.

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**Contact Information**

Employee Relations  
503.823.3572

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**Administrative Rule  
History**

Adopted by Council March 6, 2002, Ordinance No. 176302  
Effective April 5, 2002

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