



# It is unlawful to remove any Federal or State posting from this board.

2025 - 2026: Workplace Accommodation, Workplace Fairness, Workers Comp Notice, Unemployment Notice, ORS 260.432, SB 519, COCC Child Labor Permit

To view a larger version of this information, visit <https://cocc.edu/departments/human-resources/policies-procedures-compliance/>

Visit the COCC General Policies and Procedures Manual for complete policies and procedures. <https://cocc.edu/policies/>

Contact the COCC Human Resources Compliance & Training Manger at MyHR@cocc.edu or visit HR offices in Newberry Hall on the Bend Campus.

## NOTICE IS HEREBY GIVEN THAT THE EMPLOYER SHOWN BELOW IS SUBJECT TO OREGON EMPLOYMENT DEPARTMENT LAW

If you become unemployed or are employed less than full time, you may be eligible for unemployment insurance benefits. However, if you quit work without good cause or are fired or suspended for misconduct:

- You will be denied benefits until you have returned to work and,
- In order to requalify you must be separated from the new work for a non-disqualifying reason and,
- Your maximum benefits payable to you will be reduced.

CENTRAL OREGON COMMUNITY COLLEGE

For further information on how to file an unemployment insurance claim go to: [www.WorkingInOregon.org](http://www.WorkingInOregon.org)

This form is required to be posted in your place of business. This is notice to your employees that you are registered with the Employment Department and those employees may be eligible for unemployment insurance benefits if they become unemployed. To obtain a Spanish version please contact us at our central help number: 503-947-1488

WorkSource Oregon Employment Department is an equal opportunity employer/program

WorkSource Oregon Employment Department [www.WorkingInOregon.org](http://www.WorkingInOregon.org)

Form 11 (1208)

## NOTICE TO EMPLOYERS AND EMPLOYEES OREGON LAWS 2009, CHAPTER 658 (SENATE BILL 519)

Under Oregon law effective January 1, 2010, an employer may not discharge, discipline or otherwise penalize or threaten to discharge, discipline or otherwise penalize or take any adverse employment action against an employee:

- who declines to attend or participate in an employer-sponsored meeting or communication if the primary purpose of the meeting or communication is to communicate the opinion of the employer about religious or political matters;
- as a means of requiring an employee to attend such a meeting or communication; OR
- because the employee makes a good faith report, orally or in writing, of a violation or a suspected violation of this law.

The law does not prohibit an employer from requiring attendance at meetings that are not primarily about religious or political matters. The law also does not prohibit an employer from offering meetings, forums or other communications about religious or political matters for which attendance or participation is strictly voluntary.

An aggrieved employee may bring a civil action no later than 90 days after the date of the alleged violation in the circuit court of the judicial district where the violation is alleged to have occurred or where the principal office of the employer is located.

## ATTENTION ALL PUBLIC EMPLOYEES:

The restrictions imposed by the law of the State of Oregon on your political activities are that "No public employee shall solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views."

It is therefore the policy of the state and of your public employer that you may engage in political activity except to the extent prohibited by state law when on the job during working hours. (ORS 260.432)

Secretary of State, Elections Division, 255 Capitol St NE Ste 501, Salem OR 97310  
COCC updated notice 7/2023

## Workplace Accommodations Notice

Central Oregon Community College is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation, gender identity, gender expression or any other classification protected by law.

Central Oregon Community College will make reasonable accommodations for known physical or mental disabilities of an applicant or employee as well as known limitations related to pregnancy, childbirth or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship. Among other possibilities, reasonable accommodations could include:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

## Employees and job applicants have a right to be free from unlawful discrimination and retaliation

For this reason, Central Oregon Community College will not:

- Deny employment opportunities on the basis of a need for reasonable accommodation.
- Deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship.
- Take an adverse employment action, discriminate or retaliate because the applicant or employee has inquired about, requested or used a reasonable accommodation.
- Require an applicant or an employee to accept an accommodation that is unnecessary.
- Require an employee to take family leave or any other leave, if the employer can make reasonable accommodation instead.

To request an accommodation or to discuss concerns or questions about this notice, please contact your supervisor or Rachel Knox at [rknox@cocc.edu](mailto:rknox@cocc.edu) in the human resources department. See COCC General Policy Manual [G-28-1 Nondiscrimination and Equal Employment/Affirmative Action Statement](#) and [G-4-1 Lactation Policy](#).

Updated January 2023

## G-32-0 Workplace Fairness Policy

This is not the full policy, see the COCC GPM for the full policy: <https://cocc.edu/policies/general-policy-manual/human-resources/human-resources-policies>

This Workplace Fairness policy applies to all matters related to hiring, firing, transfer, promotion, benefits, compensation, and other terms and conditions of employment. In compliance with the Oregon Workplace Fairness Act, this policy provides required information related to unlawful employment-related discrimination, retaliation, harassment, and sexual assault.

### Discrimination and Workplace Harassment

COCC prohibits unlawful discrimination, harassment, retaliation, and sexual assault. The [COCC General Policy Manual G-28-1 Nondiscrimination and Equal Employment/Affirmative Action Statement](#) provides additional details.

COCC employees, customers, clients, students, contractors, and visitors to COCC campuses or sites are entitled to a respectful and productive work environment free from behavior, action, or language that constitutes workplace harassment, discrimination, or retaliation. A "work environment" includes employees on COCC premises, at a COCC-sponsored off-site event, traveling on behalf of COCC, or conducting COCC business, regardless of location.

This policy prohibits any conduct at work that a reasonable person in the individual's circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive, or offensive. It also prohibits employment actions, including hiring, promotion, termination, and compensation decisions, to be taken based on a protected characteristic. This policy also prohibits any form of retaliatory action toward an employee for filing a complaint of discrimination or harassment or for participation in an investigation of a complaint.

COCC prohibits sexual harassment of any kind between any COCC parties. Refer to the COCC General Policy Manual [G-28-3 COCC Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy](#) and [G-28-0.2 for Definition of Terms](#) for details.

### Prohibited Conduct

This policy prohibits conduct based on an individual's protected class status. Although by no means all-inclusive, the following examples represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference with work;
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting, and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering, or whistling;
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings, or cartoons that reflect disparagingly upon a class of persons or a particular person; or
- Sexual harassment, as described in the [COCC General Policy Manual G-28-3 COCC Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy](#).

Any individual found to have engaged in discriminatory conduct, harassment, retaliation, or sexual assault may face disciplinary action up to and including dismissal. Managers and supervisors who fail to report known harassment or fail to take prompt, appropriate corrective action may be subject to disciplinary action, including potential dismissal.

### Retaliation Protections

COCC will not tolerate retaliation against any employee for raising a good faith concern, providing information related to a concern, or otherwise cooperating in an investigation of a reported violation of this policy. Any employee who retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including dismissal. Filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation. Any person found to have violated this policy aspect will be subject to discipline up to and including dismissal.

See the COCC General Policy Manual [G-28-5 Retaliation](#) related to Title IX and [G-28-7 Whistleblower Policy](#) for retaliation statements related to specific policies. [Reporting Procedure](#)

Any employee aware of or experiencing discrimination, retaliation, harassment, or sexual assault in the workplace should report that information immediately. Refer to the COCC General Procedure Manual [HR-18-3 Employee Concerns Procedure](#) or [N-1-1 Filing a Report](#) for additional details. Employees can also contact the individuals listed in the [COCC General Policy Manual G-28-0.1 Reporting Contact Information](#) for support or guidance on any aspect of this policy and associated processes. All employees are advised to document and report any incidents involving discrimination, retaliation, harassment, or sexual assault as soon as possible. Oregon state law requires any legal action taken on alleged discriminatory conduct, specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112, commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing. See the [COCC General Procedure Manual HR-18-1 Timing](#) for the time limit for the COCC Employee Concerns process.

References: Federal law - Title VII of Civil Rights Act of 1964; State law - ORS 659A, SB 1586 (2022). Additional references are available at the [Oregon Bureau of Labor and Industries](#).

## INJURED ON THE JOB?

### What should I do?

Notify your employer right away and ask for a Form 801 "Report of Job Injury or Illness." You have the right to file a claim if you are injured on the job.

### What does my employer have to do?

Your employer must give you the Form 801 "Report of Job Injury or Illness." Then, your employer must give notice of your claim to the insurer.

### How do I get medical treatment?

Get medical treatment from a doctor or other health care professional of your choice. Your employer cannot choose your health care provider. Some providers have limits on the services they offer, so ask your provider about these limits. Give your employer's name and insurance information listed below to your health care provider.

### What if I can't do my job?

Your health care provider may approve time off work. The insurer will tell you if you are eligible for benefits. Your employer may have light-duty work you can do while you recover.

### It is important to stay in contact with your employer and your insurer.

If you have questions, you may contact the Ombuds Office for Oregon Workers at 800-927-1271 or the Workers' Compensation Division at 800-452-0288. You can find the most current information about your employer's workers' compensation insurance at [WorkCompCoverage.wcd.oregon.gov](http://WorkCompCoverage.wcd.oregon.gov).

## NOTICE OF COMPLIANCE

This employer provides workers' compensation insurance for on-the-job injuries.

Insured policy holder: CENTRAL OREGON COMMUNITY COLLEGE

Employer: c o c c

Insurer: SAIF CORPORATION

Policy no.: A965426206

Printed: 07-08-2024



BUREAU of LABOR & INDUSTRIES

THIS CERTIFICATE MUST BE POSTED IN A CONSPICUOUS LOCATION

VALIDATION DATE: 2/27/25  
EXPIRATION DATE: 2/28/26  
EMPLOYER NUMBER: 00171

CENTRAL OREGON COMMUNITY COLLEGE  
HUMAN RESOURCES  
2600 NW COLLEGE WAY  
BEND, OR 97703

THIS EMPLOYMENT CERTIFICATE 195115

AUTHORIZES CENTRAL OREGON COMMUNITY COLLEGE TO EMPLOY MINORS UNDER THE FOLLOWING CONDITIONS: Ages 14-17

DUTIES TO BE PERFORMED:

GENERAL OFFICE DUTIES, TUTORING, CUSTOMERS SERVICE, COMPUTER LAB ASSISTANCE, BOOKSTORE CLERKS, NEWSPAPER WRITERS/LAYOUT DESIGN FOR ARTICLES.

OPERATION OF POWER DRIVEN MACHINERY/EQUIPMENT:

COMPUTER, CASH REGISTER, PHONE.

RESTRICTIONS:

MINORS MAY NOT BE REQUIRED TO LIFT ANY WEIGHT TOO GREAT FOR THE INDIVIDUAL. OPERATING BALERS, METAL STRAP BANDERS AND ALL COMPACTORS PROHIBITED. MINORS UNDER 16 PROHIBITED FROM USING LADDERS, SCAFFOLDS OR SUBSTITUTES. 14-15 3 HRS/SCH DAY (AFTER SCH), 8 HRS ON WKNDS 7AM-7PM, 18 HRS TOTAL PER WEEK. 14-15 SUM VAC (JUNE 1 - LABOR DAY) NO LATER THAN 9PM, NO MORE THAN 40 HRS/WK.

CHILD LABOR UNIT  
Telephone/Fax: (971) 353-2289 Email: [child.labor@boli.oregon.gov](mailto:child.labor@boli.oregon.gov)  
1800 SW 1st Ave, Suite 500, Portland Oregon, 97201

To renew or make changes to this certificate, please visit [www.oregon.gov/boli/childlabor](http://www.oregon.gov/boli/childlabor)  
Portland • Salem • Eugene [oregon.gov/boli](http://oregon.gov/boli) (971) 673-0761  
Bend • Medford • Baker City [mail@oli.state.or.us](mailto:mail@oli.state.or.us) Ore. Relay TTY: 711