

# Table of Contents

<b>Chapter 1 Hiring.....</b>	<b>1</b>
Preemployment Inquiries .....	1
Fair Credit Reporting Act.....	16
Child Support Enforcement Information – New Hire Reporting.....	18
<b>Chapter 2 Health Issues: Substance Abuse, Contagious Diseases and Smoking .....</b>	<b>31</b>
Substance Abuse and Drug Testing.....	31
Contagious Diseases in the Workplace .....	38
Smoking in the Workplace .....	41
<b>Chapter 3 Protecting Confidential Information .....</b>	<b>45</b>
Introduction.....	45
Protecting Information Through Written Agreements .....	45
Confidentiality Provisions .....	46
Assignment of Inventions .....	46
Nonsolicitation Agreements .....	46
Noncompetition Agreements .....	46
Oregon’s Uniform Trade Secrets Act (UTSA).....	48
Common Law Protections .....	49
Software Protection .....	50
<b>Chapter 4 Employment Discrimination.....</b>	<b>55</b>
Introduction.....	55
Theories of Employment Discrimination.....	55
Summary of Discrimination Laws.....	60
Enforcement Agencies: Policies and Procedures .....	66
Defending Discrimination Charges .....	69
Employment Discrimination Litigation .....	71
Other Employment Discrimination Issues.....	73
Sexual Harassment.....	73
Preventing Employment Discrimination Claims .....	76
<b>Chapter 5 I-9 Verification.....</b>	<b>83</b>
Introduction.....	83
Overview of Immigration Reform and Control Act .....	83
General Advice To Employers .....	89
Conclusion .....	90
<b>Chapter 6 Employee Privacy .....</b>	<b>97</b>
General Privacy Concerns .....	97
Disclosure of Personal Information .....	100
Service of Legal Process on Employees at Work .....	102
<b>Chapter 7 Wages and Hours .....</b>	<b>107</b>
Overview of FLSA and Oregon Wage Acts.....	107
Exemptions: Executive, Administrative, and Professional.....	113
Calculating Regular Rate / Overtime Pay.....	121
Special Rules .....	134

**Chapter 8 Unions and Federal Labor Law ..... 175**

Introduction.....	175
Union Organizing.....	175
Preventive Measures.....	175
Signs of Union Organizing.....	177
Initial Contact by the Union .....	178
Nonsolicitation Rules .....	179
Exclusion of Employees From Premises During Off-Duty Hours .....	181
Employer Activities During an Organizing Campaign.....	181
Union Election Procedure.....	183
Union Corporate Campaigns .....	184
Other Labor Law Issues Affecting Both Unionized and Union-Free Workplaces .....	185
Unfair Labor Practice Charges .....	185

**Chapter 9 Workers' Compensation ..... 191**

Introduction.....	191
Coverage.....	191
Employer Self Insurance .....	193
Eligibility for Benefits .....	194
Benefits.....	198
Claiming Benefits.....	202
Appeal.....	204
Employee's Receipt of Other Funds .....	205
Impact of Americans with Disabilities Act and State Law.....	205
Controlling Workers' Compensation Costs.....	209

**Chapter 10 Occupational Safety and Health..... 219**

Origins .....	219
Safety and Health Standards .....	219
All Employers Covered by OSHA.....	221
Management Responsibility .....	222
Suggested Guidelines to Meet the General Duty Standard.....	223
Employee Responsibilities.....	223
Required Accident Prevention Programs.....	224
Required Records and Reporting .....	225
Access To Records .....	226
Dealing With Chemical Hazards .....	226
Lockout / Tagout .....	228
Bloodborne Pathogens Standard.....	228
Hazardous Waste Operations .....	229
Dealing With the Threat of Workplace Violence .....	229
Ergonomics.....	230
Accident Investigation Guidelines .....	231
Enforcement: Investigators and the Employer.....	231
Citations.....	234
Abatement of a Violation .....	235
Penalties for Violations .....	235
Employee Self Help.....	236

**Chapter 11 Leaves of Absence..... 239**

Family and Medical Leaves of Absence .....	239
Oregon Family Leave Act (OFLA).....	249
Comparison of FMLA and OFLA.....	253

Oregon Crimes Victims Leave.....	254
Oregon Domestic Victims Leave Law .....	255
Military Leave .....	257
Jury Duty .....	258
<b>Chapter 12 Garnishments and Other Wage Levies .....</b>	<b>261</b>
Introduction.....	261
Garnishments .....	261
Federal and State Wage Levies .....	267
Miscellaneous Wage Levies .....	268
Priorities When There Is More Than One Garnishment or Levy.....	268
Terminating a Garnished Employee.....	270
Counseling Garnished Employees .....	270
Effect of Bankruptcy by Employee .....	270
<b>Chapter 13 Employee Termination and Wrongful Discharge Claims .....</b>	<b>293</b>
Introduction.....	293
Advantages of At-Will Employment .....	293
Exceptions to At-Will Employment.....	294
Preventive Management Techniques .....	300
Conclusion .....	308
<b>Chapter 14 Medical Plans: COBRA and HIPAA.....</b>	<b>311</b>
Employee Medical Plans—COBRA and Plan Portability.....	311
Health Care Reform .....	320
Child Support Enforcement Information – Health Insurance for Dependent Children .....	320
<b>Chapter 15 Layoffs and Unemployment Compensation .....</b>	<b>323</b>
Reductions in Force.....	323
General Eligibility for Unemployment Benefits .....	327
Hire Act.....	327
Determination of Eligibility .....	328
Appeals .....	328
Benefits .....	329
What is Good Cause for Quitting.....	330
Termination for Misconduct Connected With Work .....	332
Labor Disputes.....	334
Continuing Eligibility .....	335
Citizen Status .....	336
Required Employer Records.....	336
Reporting Requirements .....	336
Master Business Application.....	336
Collateral Effect of the Employment Division Decisions .....	338
<b>Chapter 16 Records Retention.....</b>	<b>341</b>
General Introduction .....	341
General Recommendations .....	341
<b>INDEX.....</b>	<b>353</b>