

8.4.4 Pre-employment and Employment References

Pre-Employment

1. Advertisements and interview questions need to be sensitive to state and federal legislation prohibiting discrimination based on sex (gender), race, creed, marital status, age, etc. For further information on this subject, contact the BUREAU OF LABOR, CIVIL RIGHTS DIVISION, State Office Building, 4th Floor, Portland 97201 (503/229-5900).
2. Federal regulations may require proof of U.S. citizenship or employability within the United States. For more information, contact the IMMIGRATION AND NATURALIZATION SERVICE, 511 SW Broadway, Portland 97209 (1-800-777-7700).
3. For sample wording for job announcements, and how to advertise, contact your local newspaper, college, or State Employment Office.

Employment Practices

1. The Fair Labor Standards Act and pertinent state legislation require that most positions be paid at minimum wage, and that time worked in excess of 40 hours per week be compensated at 1½ times base salary. All work hours must be recorded, and retained for a minimum of two years under these regulations. Contact the BUREAU OF LABOR AND INDUSTRIES, WAGE AND HOUR DIVISION, 1400 SW 5th Avenue, Room 306, Portland 97201 (503/229-5841) for further employer information.
2. Unemployment insurance may be required for lay employees. For information and forms, contact the EMPLOYMENT DIVISION, 875 Union St. NE, Salem 97311 (503/378-8420).
3. Workers compensation or other arrangements for treatment, or pay of injured workers may also be required by law. Contact the WORKER'S COMPENSATION DIVISION, Labor and Industries Bldg, Salem 97310 (378-3304) for further information.

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In general, helpful assistance in hiring practices, employment benefits, performance review, and discharge of employees can usually be obtained from local school districts, municipal, county, or state employment offices, and some corporate personnel departments.

A note on **Volunteers**. If you have a position which is less than full time or one that you have a problem funding at minimum wage, consideration may be given to filling it with a volunteer. Under existing law, a volunteer may deduct certain costs from his or her income taxes (example: transportation expense) or you may be able to reimburse such a person for reasonable expenses. For further guidance in this area, contact the local office of the INTERNAL REVENUE SERVICE, or the STATE REVENUE DEPARTMENT