



**Lincoln County Library District Board  
Regular Meeting  
Tuesday October 11, 2022  
Zoom  
Noon  
Newport, OR 97365**

<b>Agenda</b>		
Call Regular Meeting to Order		President
Approval of the Agenda		President
<b>Topic</b>	<b>Lead</b>	<b>Purpose Outcome</b>
<b>Public Comment</b>	President	Anyone may speak at this time
<b>Minutes</b> Board Meeting September 13, 2022	President	Approval
<b>Reports</b>		
Board Reports	Board Members	Information
Director's Report	Director	Information
Financial Report	Director	Acceptance
<b>Old Business</b>		
Building Purchase Update	Director	Information
Library Service Agreements Update	Director	Information
Policy Approval	Director	Approval
Bylaws Approval	Director	Approval
<b>New Business</b>		
Paid Leave Oregon	Director	Information
<b>Good of the Order</b>		Information
<b>Next District Board Meeting</b> November 8, 2022		Information
<b>Adjourn</b>	President	Motion



**Minutes**  
**Lincoln County Library District**  
**Board Meeting**  
**September 13, 2022**  
**132 NE 15<sup>th</sup> Newport, OR and Zoom**  
**12:00 p.m.**

**ATTENDANCE—BOARD**

Chris Boyle  
 Virginia Tardaewether  
 Carla Clark  
 Susan Garner

**ATTENDANCE—STAFF**

MaryKay Dahlgreen, District Director

**CALL TO ORDER**

Chris Boyle called the Regular Board Meeting to order at 12:17 p.m.

**CALL THE ROLL AND ESTABLISH QUORUM**

Quorum was established.

**PUBLIC COMMENT**

**APPROVAL OF MEETING MINUTES**

Virginia moved and Carla seconded approval of the Regular Board minutes of July 12, 2022.  
 Passed unanimously.

## BOARD MEMBER REPORTS

Carla reported that the Siletz Valley Friends of the Library had received a \$1399 grant from the Confederated Tribes of the Siletz Charitable Fund for storytime supplies and equipment.

## DIRECTOR'S REPORT

Included in the Board packet were two activities that were offered at the Siletz Public Library this summer.

MaryKay will be functioning as a counselor for the two Rotary of Newport exchange students. One from the Czech Republic and one from Germany.

MaryKay and Susan attended a SDAO Board training in Cottage Grove on August 16<sup>th</sup>.

MaryKay and Laura Kimberly, director of the Newport Public Library, made a presentation to the Rotary Club of Newport about Lincoln County Reads 2022.

Library Services Agreements have been sent to our partner and member libraries for review and signature. Deadline for signature is November 15, 2022.

MaryKay attended the Siletz City Council meeting on Monday night and discovered that they have moved the meetings to 5:30 instead of 7:00 and will be holding them twice a month on the second and fourth Mondays. They did review and sign the Library Services Agreement at the meeting.

MaryKay will be attending the SDAO summer conference and awards banquet on September 15<sup>th</sup> in Salem.

MaryKay will be on vacation October 5-12, 2022. The Board meeting will be held via zoom on October 11<sup>th</sup>.

The major event of Lincoln County Reads 2022, a presentation by author of *Mexican Gothic*, Silvia Moreno-Garcia will be held on October 16, 2022 via zoom. Registration is open and information is available on all the library websites.

MaryKay told the Board that the Rotary Club of Newport is asking members to host evening socials so that we can find out what we all do. She has been asked to do one at the District office in November and would like the Board to attend if they are able to share information about LCLD with our guests. We will provide light refreshments and the Board agreed that we could serve wine and beer but the District will only pay for the refreshments, not the wine and beer.

## FINANCIAL REPORT

MaryKay noted that our finances were in good shape. Carla moved and Virginia seconded approval of the financial report. Passed unanimously.

## OLD BUSINESS

### **Building Purchase Update**

MaryKay met with Ron Cole in August to discuss the building purchase, including some specifics. Ron has offered the building for \$410,000 with a \$10,000 down payment and a 30 year contract at 6% interest. That would result in payments of about \$2400 per month. We would use an escrow company to take the payments. There would be no lender fees, no points, and no appraisals. Current additional expenses are insurance at between \$800 and \$900 per year, landscaping at \$1500-\$2000 per year and nightly patrol for \$50 per month. We currently pay all utilities so that would not increase. Ron will keep us posted about the timeline for sale.

## NEW BUSINESS

### **Policy Draft Reviews**

Included were a Circulation Policy draft, Patron Confidentiality Policy draft, Unattended Children Policy draft, and an Object Donation form draft. These will be discussed and approved at the next meeting to ensure adequate time for review.

### **Bylaws Draft Review**

At the July 2022 meeting the Board decided to change the Treasurer position to a Vice-President position since there really isn't a need for a treasurer. A draft with those changes was presented to the Board and will be discussed and approved at the next meeting to ensure adequate time for review.

### **Employee Handbook Review and Approval**

This draft of the Employee Handbook has been presented to the Board on a number of occasions and needed approval. Virginia moved and Carla seconded approval of the Employee Handbook. It was unanimously approved and will be provided to all staff.

## GOOD OF THE ORDER

Chris had asked MaryKay to bring up the timeline for her planned retirement so that the Board would be aware. She noted that she is planning to retire June 30, 2023. The Board has a short discussion about when to begin a recruitment process and timeline. MaryKay has agreed to bring a draft process to the December meeting for review by the Board. The Board agreed that it will be important to have some time for the new director and MaryKay to work together before MaryKay leaves and we need to determine what the costs will be for that and for the recruitment process itself.

## NEXT DISTRICT MEETING

The next regular meeting of the LCLD Board will be held on Tuesday November , 2022 at noon at the LCLD office and on zoom.

## ADJOURNMENT

Meeting adjourned at 1:20 p.m.



## Library Directors Report October 2022

### General Updates

MaryKay attended the SDAO Summer Conference and Awards Banquet on Thursday September 15, 2022. In addition to attending the SDAO Board meeting, she attended sessions on Recruiting and Retaining Employees and Liability Determination. Both were very valuable.

On Friday September 23, 2022 MaryKay visited Crestview Heights School to talk about library card sign-up month and read stories. She will go back in October to meet the rest of the classes. She was hosted by the school librarian, Harris.

MaryKay met Traci Altson-Miller, new library administrator of the Yachats Public Library and Michelle Cottrell, new district media specialist at the Lincoln County School District. Both were invited to the Tuesday morning library directors meeting and attended on October 4, 2022. We are looking forward to collaborating with both.

The feasibility study that has been conducted by Carson Block, using an LSTA Grant from the State Library of Oregon, has been completed. The report will be distributed to our partners and Carson will make a virtual presentation to the LCLD Board at their November 8, 2022 meeting.

### Upcoming

Lincoln County Reads 2022 is underway and will culminate in two virtual programs on October 16<sup>th</sup>. The author, Silvia Moreno-Garcia will be interviewed in Spanish by Driftwood PL outreach coordinator, Star Khan, and then Silvia will give a presentation about the book we are reading, *Mexican Gothic*. Registration information is available for both programs on the LCLD website.

## **Circulation Policy**

The Siletz Public Library is a member of the Lincoln County Library District and shares in the Chinook Library Network by providing patrons with easy access to not only our collection but the collections of the public libraries in Toledo and Waldport, and community college libraries: Clatsop Community College, Oregon Coast Community College and Tillamook Bay Community College, as well as the Lincoln County Library District.

### **Circulation Policies**

The Siletz Public library is supported by the Lincoln County Library District and we offer services at no cost to residents of Siletz and to residents of Lincoln County.

Those wishing to obtain a library card must present a current form of photo identification such as a driver's license or Oregon I.D. card showing his/her current resident address. Additional proofs that may be required include:

- Utilities billing in the applicant's name
- Rent receipt
- Mailed bank statement

To receive a library card, patrons 18 years and older or emancipated minors must complete an adult application for a library card. On this form, we ask that the applicant provide the contact information of someone at a different address as an alternative method of contact. The applicant is required to sign the form accepting responsibility for the use of the card. Patrons 17 or younger must complete the legal minor application for a library card which includes the contact information for the parent or guardian accepting responsibility for the child's use of the card.

Library cards are active for 2 years. Renewal includes verification of contact information. The cost of a lost card is currently \$1.00.

The Siletz Public Library also participates in the Oregon Passport Card Program. The application is completed as usual with the addition of the applicant showing the library card from their home library.

### **Summary of the Oregon Library Passport Program**

- The Passport Program is a voluntary, opt-in program and a library's participation is free. A library's choice to participate determines whether its patrons can participate.

- The Passport Program is open to all legally-established public libraries, and both public and private academic libraries.
- Borrowing is free of charge to the patron and activity is patron initiated: patron visits a Participating Library and registers for a card; patron complies with that library's policies for personal identification, checkout periods, limits, etc.; patron checks out materials; patron returns the materials to the owning library; and patron is responsible for costs of any overdue fees or lost materials. There is no library-to-library intervention required.
- The Participating Library is allowed to set its own limits on use by Passport patrons. These may be different from local patrons' limits. For example, local patrons may be able to check out 50 items at a time, but Passport patrons have a checkout limit of 10 items at a time.
- The Program provides access to materials: checking out materials, placing holds on materials, etc. The Participating Library can determine what other services, if any, are extended (for example, Inter-Library Loans from outside the area or access to online resources).
- In order to participate, patrons are required to have a Home Library card. This becomes his or her "Passport" to other Participating Libraries. Patrons present their Home Library cards at each Participating Library in order to register for cards at those libraries.
- Patrons who reside in areas that are unserved by a public library may purchase a library card at a neighboring library. This becomes their Home Library for the purposes of this Program.
- Participating Libraries will be surveyed annually and may be asked to survey Passport Program patrons as well.
- Participating Libraries will identify participants in borrowing records using a unique patron code or type, for example, "Passport Program," in order to facilitate statistical data-gathering and to allow local libraries to set their own use parameters.
- The Oregon State Library will provide support via the Libraries of Oregon website, including lists of Participating Libraries, basic rules of the program for libraries and the public, and participation documents for libraries.

### **Interlibrary Loan**

The Siletz Public Library participates in the Interlibrary loans program in accordance with the Oregon Library Association's Interlibrary Loan Code for Oregon Libraries and the Online Computer Library Protocol. Currently, there is no cost to patrons for this service.

The Library will attempt to meet the needs of its patrons primarily by developing a diverse collection. However, in the event that the Library's circulation and reference materials are inadequate to meet a particular need, the Library will, upon patron request, attempt to borrow desired material from other libraries. The Library will honor other lending institutions' policies, including loan periods, replacement charges, and non-renewal or in-library-use policies. The Library will not borrow materials from institutions charging an interlibrary loan fee. In fulfilling interlibrary loan requests from other libraries, the Library will charge no fees

and will process all such requests in a timely fashion. Information about the process of requesting an Interlibrary item from a library employee. Loan fines and replacement costs for items borrowed through interlibrary loan are established by the lending library and are the responsibility of the borrowing patron.

### **Institution Cards**

Cards to be used by an institution may be issued at the discretion of the Library Manager. The person signing the application will be completely responsible for regulating use of the card and for all materials checked out on the card. The library will not monitor individuals' use of their institution card.

### **Loan Periods and Renewals**

The loan period for all circulating materials, except DVDs, is two weeks. The loan period for DVDs is one week. No more than 12 DVDs may be checked out on a patron's card at a time. Patrons may renew materials by contacting the library in person, by phone, or online, on or before the due date or during a seven-day grace period following the due date up to 3 times if no other patron has a hold on that item. An item will not be renewed if another person is waiting for it, if it has already been renewed three times, or if it is more than seven days overdue. Patrons can reach their accounts online by going to the Chinook Library Network page (<https://www.chinooklibraries.org/>) and entering their library card number and password.

### **Overdues**

The Siletz Public library participates with the other members of the Chinook Library Network who are in the Lincoln County Library District in providing its overdue policy. Patrons will be notified by mail, email, and/or telephone when materials they have checked out become overdue. This is done at one week overdue, two weeks overdue, and three weeks overdue. At three weeks overdue, the patron is requested to remit payment for the overdue items. If the items or payment are still not received, the patron is notified the failure to return library materials is a violation of Oregon Statutes and statutory penalties will apply.

The library will not check out materials to any patron with outstanding materials or fees. Borrowing privileges may be restored when materials are returned or the replacement cost is paid.

The Siletz Public Library does not collect fines for overdue materials.



## **Patron Confidentiality Policy**

The legal custodian of records for the Siletz Public Library is the Director of the Lincoln County Library District. As the legal custodian of records, the LCLD Director is the person responsible for responding to any request for library records or information about a library user.

The LCLD Director may designate one or more library employees to serve as persons responsible for responding to any request for library records of information when the Library Director is absent or unavailable.

1. Siletz Public Library adopts this policy to recognize records identifying the names and personal information of library users and their circulation records are confidential in nature and are exempt from public records disclosure.
2. Siletz Public Library employees will be advised that such records shall not be made available to any person (s), corporation, or agency of a state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative power.
3. Siletz Public Library will resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

Upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order or subpoena is in proper form and if there is a showing of good cause of its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

### **Procedures for implementing "Policy on Confidentiality of Library Records"**

1. The library staff member receiving the request to examine or obtain information relating to circulation or other records identifying the name of library users, will immediately refer the person making the request to the director of the Lincoln County Library District, who shall explain the confidentiality policy.
2. The director, upon receipt of such process, order, or subpoena, shall consult with the appropriate legal officer assigned to the institution to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.
3. If the process, order, or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released. (The legal process requiring the production of circulation or other library records shall ordinarily be in the form of subpoena *duces tecum* {bring your records} requiring the library director to attend court or the taking of his/her deposition and may require him/her to bring along certain designated circulation or other specified records.)

4. Any threats or unauthorized demands (i.e., those not supported by a process, order, or subpoena) concerning circulation and other records identifying the names of library users shall be reported to the appropriate legal officer of the institution.

5. Any problems relating to the privacy of circulation and other records identifying the names of library users which are not provided for above shall be referred to the library director.

### **Advisory USA PATRIOT Act**

The Siletz Public Library has had a long-standing policy prohibiting the disclosure of information about patrons, or the materials they borrow, to any third party. Oregon State Revised Statute 192.502, exempts library patron and circulation records from being considered as "public records", thus protecting their privacy.

The 2002 USA PATRIOT Act allows Federal authorities to apply for warrants to seize records of all types, including those from libraries. Library officials are prohibited from disclosing to any person that such records have been requested. The Federal law supersedes both library policy and Oregon state law. Therefore, if requested by Federal authorities with a proper warrant, this Siletz Public Library must release a patron's record to those authorities will continue to protect the confidentiality of patron records to the extent allowed by law.

The Siletz Public Library adheres to the following best practices:

- Gather only the data necessary to perform the specific service
- Keep the data only as long as needed to provide the service or to meet the Library's record retention rules (do we have any?)
- Limit access to the data to those who must use it in the performance of their assigned duties
- Keep the data in a secure place

### **Unattended Children Policy**

The Siletz Public Library welcomes and encourages library use by children. Providing quality materials and services to young people is one of our primary responsibilities. Parents and guardians are advised, however, that the Library is a busy, public place and that they are responsible for monitoring and regulating their children's behavior, safety, and welfare while on library premises.

Although it is a Library priority to provide a safe and appropriate environment for visitors of all ages, the Library staff is not responsible for providing long- or short-term care for unattended children.

In accordance with Oregon state law (ORS 163.545), children 10 years of age and younger must be accompanied and supervised by a parent or other responsible caregiver who is 12 years of age or older. Older children (age 11 and older) are welcome to use the library independently, however, responsibility for minors using the library rests with the parent/guardian. Caregivers who choose to leave a child unattended must first ensure that the child is capable of proper library behavior and of observing Library expectations for appropriate use of library materials. Caregivers who neglect to provide proper supervision of their child and regulate disruptive behavior may be asked to leave the Library with their child. Parents/legal guardians will be held responsible for damage to Library property caused by their children.

If a child is left unattended, Library staff will attempt to contact the caregiver before calling authorities. In the case of an immediate safety concern, staff will contact authorities immediately and then attempt to contact the caregiver. Staff will stay with the person until another responsible party arrives.

Siletz Public Library  
 255 SE Gaither St.  
 PO Box 130  
 Siletz, OR 97365  
 541-444-2855

## Object Donation Form

I am/we are the owner/owners of the object/s described in the schedule below and I/we hereby donate such object/s to the SILETZ PUBLIC LIBRARY.

The object/s donated is/are not encumbered in any way whatsoever.

I/We acknowledge that the donation as such will result in the SILETZ PUBLIC LIBRARY becoming the owner at law of the said object/s, with all rights and powers to do with the said object/s as it sees fit. This may include disposal, which includes in the first instance, efforts to return the object/s to the donor or the donor's heirs.

I/We consent to the SILETZ PUBLIC LIBRARY retaining the personal information disclosed below.

I/We give permission to the above named to use the information I/we have provided about the history of the object/s for future museum purposes, including research, public research access, displays and publications.

Restrictions on public access to information provided: \_\_\_\_\_

The donation made herein by me/us will take affect at the time the SILETZ PUBLIC LIBRARY takes actual control of the object/s and until that time I/we remain responsible for the said objects.

Name of donor/s: \_\_\_\_\_

Contact details of donor/s: (include address and telephone number/s)

\_\_\_\_\_  
 \_\_\_\_\_

Signature/s: \_\_\_\_\_ Date: \_\_\_\_\_

### Schedule of item/s donated

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Lincoln County Library District

### Board By-laws

#### ARTICLE I: NAME; STATEMENT OF PURPOSE

This municipal corporation shall be called the Lincoln County Library District, having been organized under the provisions of ORS 357.216 to 357.286, and exercising the powers and authority, and assuming the responsibilities as described in said statutes.

The purpose of this municipal corporation shall be to provide all Lincoln County residents with excellent library service.

#### ARTICLE II: FISCAL YEAR; BUDGET

The fiscal year shall be July 1 – June 30. Each year the district shall determine and fix the amount of money to be levied and raised by taxation. The total amount in dollars and cents shall not exceed the established permanent tax base of \$0.2465 per \$1,000 of the true cash value of all taxable property and any approved local option tax (currently \$0.0900 per \$1,000) within the district computed in accordance with ORS 308.207.

#### ARTICLE III: BOARD OF DIRECTORS; OFFICERS

Section 1. The Board of Directors shall be made up of five members; each elected to represent the zone in which the member resides. Elections shall be held in May in odd numbered years; members take office July 1 of the same year. The term of office is four years.

Section 2. The officers shall be a President and a Vice-President; they shall be elected from the current members of the Board of Directors at the first Board meeting of the fiscal year, taking office at that meeting after the election is held. The district librarian shall be the Secretary for the district [ORS 357.226].

Section 3. The district shall require bond or crime insurance covering any member of the governing body or any officer or employee of the district who is charged with possession and control of district fund and the bond or insurance shall be paid from district funds.

Section 4. Vacancies shall be filled by appointment by a majority of the remaining members of the Board of Directors. If a majority of the positions is vacant, or if a majority cannot agree, the vacancies shall be promptly filled by the county commissioners. [ORS 198.320] An appointee shall reside in the zone in which the vacancy occurs.

Section 5. Directors may be recalled according to procedures outlined in ORS 198.410-198.440.

Section 6. Directors may receive an amount not to exceed \$20.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The district shall provide for reimbursement of a director for actual and reasonable travel and for other expenses necessarily incurred by a director in performing official duties.

Section 7. The President shall serve a term of one year, with the option of running for another term. The President shall preside at all meetings of the Board of Directors, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board of Directors, co-sign checks and generally perform other duties associated with that office.

Section 8. The Vice-President shall serve a term of one year, with the option of running for another term. The Vice-President will co-sign checks, preside at meetings of the Board of Directors when the President is not available, and perform other duties designated by the Board of Directors and associated with that office.

Section 9. The Secretary shall keep or cause to be kept a true and accurate record of all meetings of the Board of Directors; shall issue or cause to be issued notice of all regular and special meetings of the Board of Directors, including proper notification of the media and all persons who have requested regular notice; co-sign checks; and shall perform or cause to be performed such other duties as are generally associated with that office.

#### ARTICLE IV: MEETINGS

Section 1. The regular meetings shall be held each month, the date and hour to be set by the Board of Directors at its annual meeting (first meeting of the fiscal year). The location shall be a facility within Lincoln County which complies with current Oregon laws regarding access for disabled persons.

Section 2. The annual meeting, which shall be for the purpose of the election of officers and adoption of an annual report, shall be held at the time of the regular meeting every year in July or the first meeting of the fiscal year.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown, so far as circumstances will permit:

- a) Call meeting to order
- b) Roll call of members and introductions
- c) Adoption of the agenda

- d) Review of past minutes of previous regular meeting and any intervening special meeting
- e) Board member Reports
- f) Financial Report
- g) District librarian's report
- h) Committee reports – if any committees have been formed
- i) Public Comment
- j) Old Business
- k) New Business
- l) Professional development
- m) Set the next agenda
- n) Announce the next Board meeting
- o) Adjournment

Section 4. Special meetings may be called by the Secretary at the direction of the President, or at the request of three members, for the transaction of business as stated in the call for the meeting.

Section 5. Proper notification of the media and all persons who have requested regular notice will be given for all regular, annual and special meetings.

Section 6. A quorum for the transaction of business at any meeting shall consist of 3 members of the Board of Directors present in person.

Section 7. Conduct of meetings. Decisions will be by consensus when possible. Proceedings of meetings will be governed by *Robert's Rules of Order*.

#### ARTICLE V: DISTRICT LIBRARIAN; STAFF

Section 1. The Board of Directors shall appoint a qualified district librarian who shall be the executive and administrative officer of the district on behalf of the Board of Directors, under its review and direction.

Section 2. The district librarian shall recommend to the Board of Directors the appointment of and specify the duties of all other staff and shall be responsible for the proper direction and supervision of the staff.

Section 3. The district librarian shall be responsible for the care and maintenance of district property for an adequate and proper selection of library materials, equipment and supplies in keeping with the stated policy of the Board of Directors, for the efficiency of services provided, and for financial operation, including co-signing checks, within the limitations of the budgeted appropriation.

Section 4. The district librarian shall have interim authority to appoint, without prior approval of the Board of Directors, a part-time or temporary staff, provided that any such appointment shall be reported to the Board of Directors at its next regular meeting.

#### ARTICLE VI: COMMITTEES

Section 1. The Board of Directors may establish special committees of one or two members for such specific purposes as the business of the Board of Directors may require from time to time. The duties of a special committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final report is made to the Board of Directors.

Section 2. All special committees shall make a progress report to the Board of Directors at each of its regular meetings.

Section 3. A budget committee shall be appointed in accordance with ORS 294.336, and shall serve in the manner so prescribed.

Section 4. No committee will have other than advisory powers, unless by suitable action of the Board of Directors, it is granted specific and limited power to act.

#### ARTICLE VII: GENERAL

Section 1. Decisions will be made by consensus when possible. Otherwise, an affirmative vote of the majority of all members of the Board of Directors present at the time shall be necessary to approve any action before the Board of Directors. The President may vote upon and may move or second a proposal before the Board.

Section 2. The by-laws may be amended by the majority vote of all members of the Board of Directors, provided written notice of the proposed amendment shall have been mailed or emailed to all members at least 10 days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board of Directors, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand; but such suspension, to be valid, may be taken only at a meeting at which four-fifths of the members of the Board of Directors shall be present and at least three of those present shall so approve.

Adopted: November 12, 1989  
Corrected: November 26, 1989  
Amended: May 15, 1990



Amended: April 21, 1997  
Amended: November 10, 2015  
Amended:

DRAFT

## Who pays for Paid Leave Oregon?

**Paid Leave Oregon is a program we all pay into and benefit from. Here's how contributions work:**

- The contribution rate will not be more than 1% of wages.
- Employees pay 60% of the contribution rate, no matter the employer size.
- Employers with 25 or more employees pay 40% of the contribution rate.
- Small employers with fewer than 25 employees are not required to contribute. Assistance grants are available.

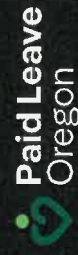


**Have questions?  
We're here to help.**

Visit our website: [paidleave.oregon.gov](http://paidleave.oregon.gov)

Email us: [paidleave@oregon.gov](mailto:paidleave@oregon.gov)

Call us: 833-854-0166



# Paid Leave Oregon

**Peace of mind when it matters most.**

Paid Leave Oregon is a new program that allows employees in Oregon to take paid time off for many of life's most important moments.

# Paid leave to care for yourself and those you love

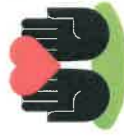
## Types of leave covered



**Family Leave:** to care for a family member with a serious illness or injury, or to bond with a new child after birth, adoption or foster care placement.



**Medical Leave:** during your own serious health condition.



**Safe Leave:** for survivors of sexual assault, domestic violence, harassment, or stalking.

## When will the Paid Leave Oregon program start?



Contributions start in January 2023. Employees can start applying for benefits in September 2023.

## Who's covered?

Any employee, no matter how many hours you work, who earned at least \$1,000 in the year before claiming paid leave may be eligible. This includes agricultural employees and those who may use an Individual Taxpayer Identification Number to file their taxes. Tribal governments, those who are self-employed, and independent contractors may choose to participate, but are not required.

## What benefits are included for Oregon employees?

- You can take up to 12 weeks of paid leave per year (up to 14 weeks for pregnancy-related medical leave).
- You can take your leave when you need—a day, week or month at a time.
- If you've worked for your employer more than 90 days, then your job is protected. Your employer cannot penalize you for taking time off.
- The benefit amount you get paid will depend on your wages and income. Visit our website for more details.
- Many employees will have 100% of their wages covered.