



Required Notices to Workers

The labor contractor license packet includes several forms which may be used to provide required notices to workers and satisfy some of the reporting requirements for licensure. Labor contractors may use these forms as templates or develop their own forms so long as they contain all the elements set out in the template. These forms must be provided in the English language *and any other language used by the labor contractor to communicate with workers*. Electronic copies are also available online from our Forms Directory at: www.oregon.gov/boli/WHD/FFL.

ORS 658.440(1)(f) requires that labor contractors provide each worker with (1) a statement of specific worker rights and (2) a disclosure of certain terms and conditions at the time of recruiting, soliciting, supplying or hiring, *whichever occurs first*.

Under ORS 658.440(1)(g), labor contractors must also execute a *written agreement* with each worker containing the terms and conditions of work *as well as* the statement of worker rights *at the time of hire and prior to beginning work*.

Form WH-151, Rights of Workers

BOLI has prepared Form WH-151 for use by contractors in complying with the requirement to provide workers with a statement of their rights and remedies under specific laws.

CONTRACTORS MUST KEEP COPIES of Forms WH-151 (or equivalent) used by the contractor for three years. OAR 839-015-0400.

Form WH-153, Disclosure Statement & Work Agreement

BOLI has prepared Form WH-153 which may be used by contractors to provide workers with a disclosure of specific terms and conditions at the time of recruiting, soliciting, supplying or hiring, *whichever occurs first*.

Forms WH-151 and WH-153 may also be used together to provide (1) the statement of worker rights and (2) terms and conditions of work required *at time of hire and prior to beginning work* by ORS 658.440(1)(g)

CONTRACTORS MUST KEEP COPIES of Forms WH-153 (or equivalent) used by the contractor for three years. OAR 839-015-0400.

Form WH-154, Statement of Earnings

Labor contractors are required to furnish each worker, each time the worker receives a compensation payment from the contractor, with a written itemized statement of earnings. Form WH-154 or any form which contains all the elements of WH-154 may be used to satisfy this requirement. OAR 839-015-0370.

Form WH-155, Notice of Compliance with Bond Requirements

ORS 658.415(15) requires contractors to **keep conspicuously posted** on the **JOB SITE** the information provided on Form WH-155, **Notice of Compliance with Bond Requirements**.