



**WRITTEN REQUEST, CONSENT OR WITHDRAWAL TO BE INCLUDED
ON EMPLOYER'S VOLUNTARY STANDBY LIST**

Pursuant to Oregon Revised Statute (ORS) 653.455, food service, hospitality or retail establishments employing 500 or more subject employees worldwide must provide compensation to employees engaged in activities relating to food service, hospitality or retail for each employer-requested change that occurs to the employee's written work schedule without the advance notice required in ORS 653.436. However, an employer may maintain a standby list of employees whom the employer will request to work additional hours to address unanticipated customer needs or unexpected employee absences if the listed employees have requested or agreed in writing to be included on the standby list. Employees on the standby list who consent to work additional hours in response to an employer's request are not eligible for any additional compensation under ORS 653.455 for the resulting change to the employee's written work schedule. The request/consent/withdrawal form below may, but is not required, to be used for the purpose of documenting the employee's agreement to be included on the employer's standby list.

The standby list is voluntary and an employee may request to be removed from the list at any time. A standby list employee who receives notice of additional hours available may decline to accept the additional hours offered. An employer may not retaliate against an employee who does not request or agree to be added to the standby list; requests to be removed from the standby list; or declines an employer's request that the employee work additional hours as a result of the employee being on the standby list.

The employer will provide the following notification for additional hours (check all that apply):

- In-person conversation Telephone call Electronic mail Text message
- Other accessible electronic or written format

Employees may accept additional hours by any of the following methods: in-person conversation; telephone call; electronic mail; text message; other accessible electronic or written format.

Employees who would like more information about Oregon's wage and hour regulations and the work schedule regulations covering employees in these establishments should visit www.oregon.gov/boli or contact:

Bureau of Labor and Industries (BOLI)
Wage and Hour Division
1800 SW 1st Avenue, Suite 500
Portland, Oregon 97209
Email: whd.screener@boli.oregon.gov
Telephone: (971) 245-3844

EMPLOYEE REQUEST/CONSENT

By signing this agreement, **I request the following:**

- to be added** to the employer's voluntary standby list. I understand I may withdraw this request at any time by notifying the employer in writing prior to the start of my shift and that I may decline additional hours offered.
- to be removed** from the employer's voluntary standby list. I understand I may withdraw from the voluntary standby list by notifying the employer in writing prior to the start of my shift.

Printed Name of Employee

Signature of Employee

Date

Position

Email

Phone

It is a violation of the law for an employer to coerce an employee into requesting or agreeing to be added to the standby list. Employers who have been determined by the Commissioner of the Bureau of Labor and Industries to have coerced an employee may be assessed civil penalties.