### **EEOC - EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW**

### **EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW**

PRIVATE EMPLOYERS, STATE AND LOCAL GOVERMENTS, EDUCATIONAL INSTITUTIONS,

**EMPLOYMENT AGENCIES AND LABOR ORGANIZATIONS** Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil GENETICS Title II of the Genetic Information Nondiscrimination Act of Rights Act of 1964, as amended, protects applicants and employees from 2008 protects applicants and employees from discrimination based on discrimination in hiring, promotion, discharge, pay, fringe benefits, job genetic information in hiring, promotion, discharge, pay, fringe benefits, training, classification, referral, and other aspects of employment, on the job training, classification, referral, and other aspects of employment. basis of race, color, religion, sex (including pregnancy), or national origin. GINA also restricts employers' acquisition of genetic information and Religious discrimination includes failing to reasonably accommodate an strictly limits disclosure of genetic information. Genetic information employee's religious practices where the accommodation does not impose includes information about genetic tests of applicants, employees, or their members (family medical history); and requests for or receipt of genetic

ALASKA

**DISABILITY** Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability retaliating against a person who files a charge of discrimination, discrimination includes not making reasonable accommodation to the participates in a discrimination proceeding, or otherwise opposes an known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. AGE The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. SEX (WAGES) In addition to sex discrimination prohibited by Title VII

of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the section. Additional information about EEOC, including information about same establishment.

> **EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS** Applicants to and employees of companies with a Federal government contract or subcontract are protected under

Federal law from discrimination on the following bases: RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, PROTECTED VETERANS The Vietnam Era Veterans' Readjustment NATIONAL ORIGIN Executive Order 11246, as amended, prohibits Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination based on race, color, religion, sex, sexual employment discrimination against, and requires affirmative action to orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. and employees from discrimination based on inquiring about, disclosing, veterans, or Armed Forces service medal veterans.

discrimination in hiring, promotion, discharge, pay, fringe benefits, job or affirmative action obligations under the authorities above should training, classification, referral, and other aspects of employment. Disability contact immediately: The Office of Federal Contract Compliance known physical or mental limitations of an otherwise qualified individual with action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

PAY SECRECY Executive Order 11246, as amended, protects applicants release from active duty), active duty wartime or campaign badge

recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or or discussing their compensation or the compensation of other applicants **RETALIATION** Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, INDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of or otherwise opposes discrimination under these Federal laws. Any 1973, as amended, protects qualified individuals with disabilities from person who believes a contractor has violated its nondiscrimination

family members; the manifestation of diseases or disorders in family

**RETALIATION** All of these Federal laws prohibit covered entities from

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There

are strict time limits for filing charges of employment discrimination.

To preserve the ability of EEOC to act on your behalf and to protect your

right to file a private lawsuit, should you ultimately need to, you should

contact EEOC promptly when discrimination is suspected: The U.S. Equal

Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free)

or 1-800-669-6820 (toll-free TTY number for individuals with hearing

impairments). EEOC field office information is available at www.eeoc.gov or

in most telephone directories in the U.S. Government or Federal Government

services by applicants, employees, or their family members.

unlawful employment practice.

charge filing, is available at www.eeoc.gov.

discrimination includes not making reasonable accommodation to the Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or a disability who is an applicant or employee, barring undue hardship to the (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at employer. Section 503 also requires that Federal contractors take affirmative OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

If you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 | TTY 1-877-889-5627 | www.dol.gov.

### PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

RACE, COLOR, NATIONAL ORIGIN, SEX In addition to the protections Federal financial assistance. of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the INDIVIDUALS WITH DISABILITIES Section 504 of the Rehabilitation Act on the basis of sex in educational programs or activities which receive contact the Federal agency providing such assistance. EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

Civil Rights Act of 1964, as amended, prohibits discrimination on the of 1973, as amended, prohibits employment discrimination on the basis of basis of race, color or national origin in programs or activities receiving disability in any program or activity which receives Federal financial Federal financial assistance. Employment discrimination is covered by assistance. Discrimination is prohibited in all aspects of employment Title VI if the primary objective of the financial assistance is provision against persons with disabilities who, with or without reasonable of employment, or where employment discrimination causes or may accommodation, can perform the essential functions of the job. If you ause discrimination in providing services under such programs. Title IX of 🔝 believe you have been discriminated against in a program of any institution the Education Amendments of 1972 prohibits employment discrimination which receives Federal financial assistance, you should immediately

◆ A student participating in a University of Alaska practicum described under

◆ A person licensed under AS 08.54 and who is employed by a registered

guide or master guide licensed under AS 08.54 for the first 60 workdays

• An independent taxicab driver who establishes the driving area and hours,

♦ Solely as a watchman or caretaker on a premises out of operation for longer

♦ An individual engaged in activities for a nonprofit religious, charitable, civic,

cemetery, recreational or educational organization where the employer-

employee relationship does not, in fact, exist, and where services rendered

to the organization under a work activity requirement of AS 47.27 (Alaska

• By a nonprofit educational or child care facility to serve in place of a parent of

children in residence if the employment requires residence at the facility and is

compensated on a cash basis exclusive of room and board at an annual rate of

not less than \$10,000 for an unmarried person; or \$15,000 for a married couple.

are employed, as long as the individual is not employed in excess of 12 hours

per day or 56 hours per week during a period of not more than 14 workweeks

♦ An employee employed in connection with publication of a weekly,

♦ Casual employees as defined by regulations of the Commissioner of Labor

◆ A line haul truck driver for a trip exceeding 100 road miles one way if

the driver's pay includes overtime pay for work in excess of 40 hours

per week or eight hours per day, and if the rate of pay is comparable to

♦ Work performed by an employee under a voluntary written agreement

addressing the trading of work shifts among employees, if employed by an

air carrier subject to subchapter II of the Railway Labor Act (45 U.S.C.181-188),

including employment as a customer service representative, subject to

◆ Work performed by a flight crew member employed by an air carrier subject

• A switchboard operator employed in a public telephone exchange that has

♦ An employee in otherwise exempted employment or a proprietor in a

retail or service establishment engaged in handling telegraphic, telephone

or radio messages under an agency or contract arrangement with a

telegraph or communications company where the telegraph message or

communications revenue of the agency does not exceed \$500/month.

to 45 U.S.C. 181-188 (subchapter II of the Railway Labor Act);

in the aggregate in any calendar year during the mining season;

semiweekly or daily newspaper with a circulation of less than 1000:

services, and who is compensated solely by the customers served

who contracts on a flat rate basis for use of the cab, permit or dispatch

Mandatory Supplement to EEOC P/E-1(Revised 11/09) "EEO is the Law" Poster

### **ALASKA MINIMUM WAGE**

### **SUMMARY OF ALASKA WAGE AND HOUR ACT**

Effective January 1, 2018, the Alaska minimum wage shall be \$9.84 per hour.

Alaska Statute 23.10.050 – 23.10.150 establishes minimum wage and overtime pay standards for employment subject to its provisions. These standards are generally applicable to all employees. School bus drivers, however, shall receive at least two times the Alaska minimum wage. Other exceptions to the minimum wage requirement follow.

AS 14.40.065:

than four months;

so employed during a calendar year;

◆ In delivery of newspapers to the consumer;

temporary assistance program);

and Workforce Development;

certain provisions (see AS 23.10.060(d)(18));

the minimum wage:

fewer than 750 stations:

♦ In the search for placer or hard rock minerals:

### Alaska minimum wage and overtime requirements do not apply to any individual employed as follows:

- In the taking of aquatic life; or the hand picking of shrimp; In domestic service (including babysitting) in or about a private home;
- By U.S., state or local governments (i.e., political subdivisions); In voluntary service in the nonprofit activities of a religious, charitable, cemetery, educational or other nonprofit organization which are related
- only to the organization's nonprofit activities; In a bona fide executive, professional or administrative capacity as defined in regulations of the Commissioner of Labor and Workforce Development and
- in the FLSA; or in certain computer occupations, or as an outside salesman, or as any salesman working on a straight commission basis: Youth under age 18 employed part-time for not more than 30 hours in
- any week; An individual who is employed by a motor vehicle dealer and whose primary duty is to (a) receive, analyze or reference requests for service, repair or
- analysis of motor vehicles; (b) arrange financing for the sale of motor vehicles and related products and services that are part of the sale; or (c) solicit, sell, lease or exchange motor vehicles;
- An individual who provides emergency medical services only on a voluntary basis; serves with a full-time fire department only on a voluntary basis; or provides ski patrol services on a voluntary basis;
  - **Overtime Hours**

The standard workweek shall not exceed 40 hours per week or eight hours per day. Should an employer find it necessary to employ an employee in excess of these standards, overtime hours shall be compensated at the rate of one and one-half times the regular rate of pay.

## Compensation at the overtime rate is not required in the following cases:

- By an employer who employs three or fewer people in the regular course of
  An employee of a small mining operation where not more than 12 people business; An individual employed in handling, packing, storing, pasteurizing, drying, canning, or preparing in their raw or natural state agricultural or horticultural commodities for market, or in making cheese, butter or other dairy products; • Agricultural employees An employee employed as a seamen;
- Workers engaged in planting or tending trees, cruising, surveying, bucking or felling timber, preparing or transporting logs or other forestry products to the mill, processing plant, railroad or other transportation terminal if the total number of employees in such lumber operations does not exceed 12; An individual employed as an outside buyer of poultry, eggs, cream or milk in their raw or natural state;
- Hospital employees whose duties include the provision of medical services; • An employee under a flexible work hour plan which is included as part of a collective bargaining agreement; An employee under a voluntary flexible work plan if the employee and employer have signed a written agreement which has been approved by the
- Department (Overtime rates must be paid for work over 40 hours a week and over the hours specified on the flexible work hour plan not included in a collective baraaining agreement): A community health aide employed by a local or regional health organization as those terms are defined in AS 18.28.100;
- Work performed by certain flat-rate mechanics primarily engaged in servicing automobiles, light trucks, and motor homes, subject to certain and specific provisions (see AS 23.10.060(d)(17));

NOTE: This is not a complete list of exemptions to minimum wage and overtime provisions. Refer to AS 23.10.055 and AS 23.10.060. The above text is intended for informational purposes only and is not to be construed as having the effect of law.

Inquiries should be made to: Wage and Hour Administration, Alaska Department of Labor and Workforce Development, 1251 Muldoon Road, Suite 113, Anchorage, AK 99504 Phone: (907) 269-4909 Email: Anchorage.LSS-WH@alaska.gov

An employer shall keep for a period of at least three years all payroll information and records for each employee at the place of employment.

Post in a Prominent Place Revised January 2018

## EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

### The Employee Polygraph Protection Act prohibits most private preempt any provision of any State or local law or any collective bargaining **employers from using lie detector tests either for pre-employment** agreement which is more restrictive with respect to lie detector tests. screening or during the course of employment.

requesting any employee or job applicant to take a lie detector test, and rights under the Act.

**EXEMPTIONS** Federal, State and local governments are not affected **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security—applicants may also bring their own court actions. related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement,

etc.) that resulted in economic loss to the employer. The law does not

**EXAMINEE RIGHTS** Where polygraph tests are permitted, they are

PROHIBITIONS Employers are generally prohibited from requiring or subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, from discharging, disciplining, or discriminating against an employee or including the right to a written notice before testing, the right to prospective employee for refusing to take a test or for exercising other refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

> violations and assess civil penalties against violators. Employees or job THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE **EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.**



WAGE AND HOUR DIVISION **-866-487-9243** TTY: 1-877-889-5627 www.dol.gov/whd

**RETALIATION FOR COMPLAINING ABOUT** 

SEXUAL HARASSMENT IS UNLAWFUL.

\*\* IF YOU BELIEVE YOU HAVE BEEN SEXUALLY HARASSED YOU MAY

\*\* COMPLAINTS MUST BE FILED WITH THE ALASKA HUMAN RIGHTS

COMMISSION WITHIN ONE HUNDRED EIGHTY (180) DAYS OF THE

ALLEGED DISCRIMINATORY ACT. COMPLAINTS MUST BE FILED

WITH THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

WITHIN 300 DAYS OF THE ALLEGED DISCRIMINATORY ACT.

CONTACT THE COMMISSION STAFF.





## SEXUAL HARASSMENT

### THE ALASKA HUMAN RIGHTS LAW (AS 18.80.220) AND FEDERAL LAW PROHIBIT **SEXUAL HARASSMENT**

### UNWELCOME SEXUAL ADVANCES; **REQUESTS FOR SEXUAL FAVORS: OR** VERBAL/PHYSICAL/VISUAL CONDUCT OF A SEXUAL NATURE

- **CONSTITUTES SEXUAL HARASSMENT WHEN:** (1) submission to the conduct is made an explicit or implicit term or condition of employment;
- (2) submission to or rejection of the conduct is used as the basis for an employment decision; or, 3) the conduct has the purpose or effect of unreasonably interfering
- with an individual's work performance or creating an intimidating or hostile work environment.

**Alaska State Commission for Human Rights** 800 A Street, Suite 204, Anchorage, AK 99501 In Anchorage 274-4692 TTY/TDD (800) 478-3177 Toll Free (800) 478-4692

**Equal Employment Opportunity Commission** Federal Office Building,

909 First Avenue, Suite 400, Seattle, WA 98104-1061

Toll Free (800) 669-4000

## FEDERAL MINIMUM WAGE

## EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

## FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009

### The law requires employers to display this poster where employees wage or overtime pay provisions of the law. Civil money penalties may can readily see it.

**OVERTIME PAY** At least 1 ½ times your regular rate of pay for all hours CHILD LABOR An employee must be at least 16 years old to work in

most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may proceeding under the FLSA. work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment. **TIP CREDIT** Employers of "tipped employees" who meet certain conditions

may claim a partial wage credit based on tips received by their

employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

**NURSING MOTHERS** The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by

the employee to express breast milk. **ENFORCEMENT** The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum

also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any **ADDITIONAL INFORMATION** Certain occupations and establishments are exempt from the minimum

wage, and/or overtime pay provisions. • Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

Some state laws provide greater employee protections; employers must comply with both. Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is

important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent

Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special







UNEMPLOYMENT COMPENSATION

NOTICE TO EMPLOYEES As an employee of this company, you are covered by Unemployment Insurance (UI). The UI program is administered by the Division of Employment and Training Services of the Alaska Department of

The purpose of UI is to provide partial replacement of wages between jobs. If a business has to reduce wages or hours, or temporarily lay off workers, UI gives workers financial security and temporary buying power so they can remain in the community. This, in turn, helps employers keep their trained work force. UI payments protect the economy in Alaska's communities until unemployed workers are reemployed. UI helps to reduce the family and community problems caused by layoffs or a lack of jobs. You and your employer both pay your UI premiums (taxes). You pay about 27 percent and your employer pays 73

percent. Generally speaking, if you receive one week of UI benefits, you receive as much or more than you paid into the program for the year. Your employer may withhold from your earnings the employee portion of the UI tax. Wages in excess of the maximum annual taxable wage set for the calendar year are non-taxable. Current and past years' maximum annual taxable wage base and the employee portion of the UI tax rates are posted on the Employment Security Tax website at: labor.alaska.gov/estax/faq/w1.htm.

As with any insurance, you must meet certain qualifications to be eligible for benefits. You must have earned wages in jobs that are covered by the law, file your claim for UI, and register for work with the Alaska Employment Service or your union. You must also be ready, willing and able to accept suitable work. If you guit or are fired from your last job, or if anything is keeping you from accepting full-time work, you may not immediately be eligible for benefits. To file a **NEW** claim or **REOPEN** an existing Alaska claim for UI benefits on the Internet, go to **labor.alaska.gov** and

click on "File Unemployment Benefits Online." To file for UI by telephone and for all other UI assistance, contact your local UI claim center. The phone numbers are

listed below. If you do not reside in one of the cities below, use the toll free number. **Anchorage:** (907) 269-4700 Juneau/outside Alaska: (907) 465-5552 Fairbanks: (907) 451-2871 All other areas in Alaska: (888) 252-2557

The toll-free telephone number to connect to Alaska Relay is (800) 770-8973 or voice (800) 770-8255. You may be entitled to a refund of excess employee contributions to the UI Trust Fund if you had two or more

employers in a calendar year, your withholdings exceeded the maximum annual employee tax and your overpayment is \$5 or greater. For the year you are claiming a refund, the filing deadline for your application is Dec. 31 of the following calendar year. (If you had more than the legal maximum employee deduction withheld by any one employer, your employer is responsible for refunding this excess deduction to you.) To obtain an Employee Application for Refund, write the Alaska Department of Labor and Workforce Development, P.O. Box 115509, Juneau, AK 99811-5509 or email Tax at: esd.tax@alaska.gov or download the form at: labor.alaska.gov/estax/forms/toc\_forms.htm.

We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Alaska employers are required by law to post this notice.



Jobs

ALASKA DEPARTMENT OF LABOR

City \_

For the period from

### CHILD LABOR LAWS



**HOURS OF WORK RESTRICTIONS: NO MINOR UNDER 18** MAY WORK MORE THAN 6 DAYS IN ANY WORKWEEK

ALASKA YOUTH UNDER THE AGE OF 14 MAY WORK ONLY IN THE FOLLOWING OCCUPATIONS: 1. Newspaper sales and delivery.

2. Baby-sitting, handiwork and domestic employment in or about private homes. 3. The entertainment industry, with an approved work

permit from the Alaska Wage & Hour Administration.

14 & 15 YEAR OLDS: WHEN SCHOOL IS IN SESSION. Hours will be limited to a total of nine hours of school attendance plus employment in any one day; work will be performed only between the hours of 5 a.m. and 9 p.m. and total hours worked will be limited to 23 in any week.

Work hours will be limited to 40 hours per week between the hours of 5 a.m. and 9 p.m.

MINORS 17 AND UNDER CANNOT BE EMPLOYED IN: 1. Occupations in manufacturing, handling or use of explosives. 2. Occupations of motor vehicle driver or helper (some

**DURING SCHOOL VACATIONS.** 

limited restrictions). 3. Mining operations including coal. 4. Logging or occupations in the operations of any sawmill, lathe mills, shingle mill or cooperage.

6. Occupations with exposure to radioactive substances and to ionizing radiation. 7. Operation of elevators or other power-driven hoisting apparatus.

5. Operation of power-driven woodworking machines.

and shearing machines. 9. Occupations involving slaughtering, meat packing, processing or rendering. 10. Occupations involved in the operation and cleaning

8. Operation of power-driven metal forming, punching

of power-driven bakery machines. entitled to a 30 minute break before continuing to work. 11. Occupations involved in the operation of powerdriven paper products machines. Occupations involved in the manufacture of brick,

of circular saws, band saws, and guillotine shears. 14. Occupations involved in wrecking, demolition and shipwrecking operations. 15. Occupations involved in roofing operations.

13. Occupations involved in the operation and cleaning

tile and kindred products.

16. Occupations involved with excavation operations. 17. Electrical work with voltages exceeding 220, or outside erection or repair and meter testing including telegraph and telephone lines. 18. Occupations involving exposure to bloodborne

as an outside salesman. FEDERAL STATUTES ARE IN SOME CASES STRICTER THAN STATE STATUTES FOR FEDERAL INFORMATION, CONTACT

THE U. S. DEPARTMENT OF LABOR AT 1-866-487-9243

CANNOT specify which document(s) they will accept from an employee

The refusal to hire an individual because the documents have a future

expiration date may also constitute illegal discrimination.

For information, please contact

The Office of Special Counsel for Immigration Related Unfair Employment

Practices Office at 800-255-7688.

PAYDAY NOTICE

**Regular Paydays for Employees of** 

(Company Name)

Shall be as follows:

**EMERGENCY INFORMATION** 

ALL FATALITIES OR INJURIES RESULTING IN HOSPITALIZATION MUST

BE REPORTED IMMEDIATELY (WITHIN 8 HOURS) TO THE ALASKA

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT,

1-800-770-4940

1-800-321-6742

(AS 18.60.058(a))

675 Seventh Avenue

Station J

Fairbanks, AK 99701-4593

Phone: (907) 451-2890\

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed form W-4 with your employer did you..

Your nonwage income (interest, dividends, capital gains, etc.)?

last return, you may need to file a new form W-4.

See your employer for a copy of Form W-4 or call the IRS at

Your family wage income (you or your spouse started or ended a job)?

To any of these questions or you owed extra tax when you filed your

1-800-829-3676. Now is the time to check your withholding. For more

details, get Publication 919, How Do I Adjust My Tax Withholding?, or

use the Withholding Calculator at **www.irs.gov/individuals** on the IRS

**Employer**: Please post or publish this Bulletin Board Poster so that

your employees will see it. Please indicate where they can get forms

3301 Eagle Street

Suite 305

Anchorage, AK 99503

Phone: (907) 269-4940

Rev 09/2007

Publication 213

Cat. No. 11047P

(Rev. 8-2009)

**DIVISION OF LABOR STANDARDS AND SAFETY AT:** 

ALASKA DEPARTMENT OF LABOR TO THE OSHA 24-HOUR HOT LINE AT

Weekly Bi-Weekly Monthly Other

**DOCTOR** 

**AMBULANCE** 

**HOSPITAL** 

POLICE

FIRE DEPT.

1111 W. 8th St.

Suite 304

P. O. Box 111149

uneau, AK 99811-1149

Phone: (907) 465-4855

Marry or divorce?

Your tax credits?

Change your name?

Gain or lose a dependent?

Your itemized deductions?

If you can answer "YES"...

and information on this subject.

**Internal Revenue Service www.irs.gov** 

Department of the Treasury

Were there major changes to...

solicitation of door-to-door contributions, or acting

19. Occupations involved in canvassing, peddling,

or retorts.

**ADDITIONAL RESTRICTIONS FOR 14 & 15 YEAR OLDS:** 1. Occupations in manufacturing, mining or processing, including workrooms or places where goods are manufactured, mined or otherwise processed. 2. Occupations involved in operation of power-driven

machinery other than office machines. 3. Occupations in construction (including demolition and repair) except office work.

4. Any work in an establishment that serves alcoholic beverages. 5. Public messenger service. 6. Occupations in or about canneries, except office work.

7. Work performed in or about boilers, engine rooms

8. Work involved with maintenance or repair of the establishment's machines or equipment. 9. Occupations that involve working from windowsills ladders, scaffolds or their substitutes.

10. Occupations handling or operation of power-driven

food slicers, grinders, choppers, cutters and bakery type mixers. 11. Work in freezers, meat coolers, or preparation of meat for sale.

or conveyers. 13. Occupations in warehouses and storage except office and clerical work. 14. Occupations involving use of sharpened tools.

12. Loading/unloading to or from trucks, railroad cars

15. Occupations in transportation of persons or property except office or sales work.

An employee under 18 years of age who is scheduled to work six consecutive hours is entitled to a 30 minute break during the workday. A youth under 18 who works five consecutive hours is

**ALCOHOL:** All minors 16 and under must have a work permit on file with the Department. If the employer has a restaurant designation and is licensed to sell **alcohol,** then all minors 17 years of age must also have

**TOBACCO & PULL-TABS:** AS 11.76.106 restricts access to areas where tobacco and tobacco products are sold. Effective 10/16/07, minors under 19 may sell tobacco or tobacco products in the

an approved work permit.

course of their employment. 15 AAC 160.480(b) prohibits the sale of pull-tabs by anyone under the age of 21. FOR FURTHER INFORMATION CONTACT: ALASKA WAGE & HOUR ADMINISTRATION

Anchorage, AK 99503-4149 Fairbanks, AK 99701 (907) 269-4900 (907) 451-2886 1111 W. 8th Street, Suite 302

P. O. Box 111149, Juneau, AK 99811-1149

(907) 465-4842

3301 Eagle Street, Suite 301 675 7<sup>th</sup> Avenue, Station J-1

### **WORKERS' COMPENSATION**

**EMPLOYER'S NOTICE OF INSURANCE** TO THE EMPLOYEES OF THE UNDERSIGNED: Your employer is insured by Street and Number State Zip Code Through

© 2018 LaborLawCenter, Inc. All rights reserved.

Adjusting Company Street and Number City Zip Code Telephone

This insurance pays benefits for job-connected injuries, illnesses or death as provided by the Alaska Workers' Compensation Act

Witness Immediately (not later than 30 days from injury or death date) give your employer and the Alaska Workers' Compensation Division written notice of a

job-related injury, illness, or death. Get the "Report of Occupational Injury or Illness" form from your employer for this purpose. If you have questions about your rights or benefits under the Alaska Workers' Compensation Act, contact the insurer at the above address and the Alaska Workers' Compensation Division at the nearest office listed below ANCHORAGE **FAIRBANKS** 

3301 Eagle Street, Suite 304 675 7th Avenue, Station K PO Box 115512

1111 W 8th St Room 305, Juneau, AK 99811-5512 Anchorage, AK 99503 Fairbanks, AK 99701-4586 (907) 269-4980 (907) 451-2889 (907) 465-2790 NOTICE TO EMPLOYER: AS 23.30.060 requires that you post this notice in three conspicuous places on the employer's premises.

USERRA violations.

employer for violations of USERRA.

Office of Special Counsel

## **USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT**

### YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. You have the right to be reemployed in your civilian job if you leave that job to

• you ensure that your employer receives advance written or verbal notice of your service; you have five years or less of cumulative service in the uniformed services while with that particular employer; you return to work or apply for reemployment in a timely manner after conclusion of service; and you have not been separated from service with a disqualifying discharge or

perform service in the uniformed service and:

under other than honorable conditions.

f you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job. RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION If you: • are a past or present member of the uniformed service; • have applied or membership in the uniformed service; or • are obligated to serve in the

uniformed service; then an employer may not deny you: • initial employment; reemployment; • retention in employment; • promotion; or • any benefit of employment, because of this status. n addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no

service connection.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees. Employer Support Of The Guard And Reserve 1-800-336-4590

FMLA - FAMILY AND MEDICAL LEAVE ACT

U.S. Department of Justice

### EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons: The birth of a child or placement of a child for adoption or foster care; To bond with a child (leave must be taken within 1 year of the child's birth

To care for the employee's spouse, child, or parent who has a qualifying serious health condition; For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;

For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent. An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness. An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule

while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies. BENEFITS & PROTECTIONS While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions. An employer may not interfere with an individual's FMLA rights or retaliate

against someone for using or trying to use FMLA leave, opposing any practice

made unlawful by the FMLA, or being involved in any proceeding under or

ELIGIBILITY REQUIREMENTS An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must: Have worked for the employer for at least 12 months; Have at least 1,250 hours of service in the 12 months before taking leave;\* Work at a location where the employer has at least 50 employees within

75 miles of the employee's worksite.

LEAVE ENTITLEMENTS Eligible employees who work for a covered employer \*Special "hours of service" requirements apply to airline flight crew employees. **REQUESTING LEAVE** Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her

leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required. EMPLOYER RESPONSIBILITIES Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, Employees may choose, or an employer may require, use of accrued paid leave

job functions, that a family member cannot perform daily activities, or that

hospitalization or continuing medical treatment is necessary. Employees

must inform the employer if the need for leave is for a reason for which FMLA

and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave. **ENFORCEMENT** Employees may file a complaint with the U.S. Department

the employer must notify the employee if he or she is eligible for FMLA leave



### ANTI-DISCRIMINATION NOTICE It is illegal to discriminate against work-authorized individuals. Employers

exercising their rights under the law.

maximum penalties.

Occupational Safety and Health, http://www.labor.state.ak.us/lss/oshhome.htm

SAFETY AND HEALTH PROTECTION ON THE JOB ALASKA LAW AS 18.60.010 to .105 – provides safety and health protection for workers through promotion of safe and healthful working conditions

**EMPLOYERS:** Each employer shall furnish to each of his employees, employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to his employees; and shall comply with occupational safety and health standards issued under the law. **EMPLOYEES:** Each employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the law that apply to his own

health standards, and its Compliance Officers conduct job site inspections to ensure compliance with the law. INSPECTION: The law requires that a representative of the employer and a representative authorized by the employees be given an opportunity to accompany the

Where there is no authorized employee representative, the Compliance Officer must consult with a reasonable number of employees concerning safety and health conditions in the workplace. **COMPLIANCE** Employees or their representatives have the right to file a complaint in writing with the nearest Alaska Department of Labor and Workforce Development

Employees and their representatives have a right to call an inspector's attention to possible violations in writing or orally. The law provides that employees may not be discharged or discriminated against in any way for filing safety and health complaints or otherwise

An employee of a private employer who believes he has been discriminated against may file a complaint with the nearest Alaska Department of Labor

**COMPLAINT:** and Workforce Development office within 30 days of the alleged discrimination and/or may file a complaint with the nearest U.S. Department of Labor (USDOL), OSHA, office within the same time period. An employee of a public employer who believes he has been discriminated against may file a complaint only with the nearest Alaska Department of Labor and Workforce Development office within 30 days of the alleged discrimination. (U.S.DOL OSHA has jurisdiction only with respect to private

**CITATION:** If upon inspection the Compliance Officer believes an employer has violated the law, a citation alleging such violations will be issued to the employer. Each citation will specify a time period within which the alleged violation must be corrected. The citation must be prominently displayed at or near the place of alleged violation for five days, or until it is corrected, whichever is later, to warn employees of dangers that may exist there.

other violations. Penalties of up to \$7,000 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the law may be assessed penalties of up to \$70,000 for each violation.

more than \$10,000 or by imprisonment for not more than 6 months, or by both. Conviction of an employer after a first conviction doubles these

**VOLUNTARY** While providing penalties for violations, the law also encourages efforts by labor and management, before an inspection, to reduce injuries and illnesses arising out of employment.

Such cooperative action would initially focus on the identification and elimination of hazards that could cause death, injury, or illness to employees and supervisors. Upon request of employer, the Alaska Department of Labor and Workforce Development will furnish a consultant who will inspect the premises and identify hazards without assessing penalties.

Additional information and copies of the law, specific safety and health standards, and other regulations may be obtained from the Alaska Department of Labor and Workforce Development, Division of Labor Standards & Safety, Alaska Occupational Safety and Health at the addresses shown at the bottom of this page. Under a plan approved July 31, 1973 by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), the State of Alaska is

## IT'S YOUR RIGHT TO KNOW

## About toxic and hazardous substances and physical agents

Region X, 1111 Third Avenue, Suite 715, Seattle, WA 98101-3212. Telephone (206) 553-5930

• Employers must inform employees about the locations and nature of operations, which could result in exposure to toxic or hazardous substances or physical agents. Employers must train employees in the health effects of the toxic or hazardous substances and physical agents to which they are exposed and in the purpose, proper

· Employers must keep on file and make available during the work-shift, Material Safety Data Sheets (MSDS) for each toxic or hazardous substance or physical agent to which employees may be exposed. Employers must remove employees from exposure to the substance or physical agent if an MSDS cannot be obtained and provided to employees within 15 calendar days of a request.

The Alaska Department of Labor and Workforce Development will provide assistance to employers in the form of Material Safety Data Sheets (MSDS), program development aids, on-site program review, and safety seminars.

For more information, employers, employees and concerned citizens may contact the Alaska Department of Labor and Workforce Development, Labor Standards and Safety Division,

Consultation & Training 1-800-656-4972 • Enforcement 1-800-770-4940 • 24 hour OSHA hotline 1-800-321-6742 1111 West 8th Street, Suite 304 3301 Eagle Street, Suite 305 675 7th Avenue Anchorage, AK 99510-7022 P.O. Box 21149

ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPM

Form 07-6120 (Revised 05/2012)

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of

• If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. • Even if you don't elect to continue coverage during your military service,

you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses •The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of

• For assistance in filing a complaint, or for any other information on

USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at

http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/elaws/userra.htm. • If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.

• You may also bypass the VETS process and bring a civil action against an

of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

## OCCUPATIONAL SAFETY AND HEALTH PROTECTION

throughout the State. Requirements of the law include the following:

actions and conduct on the job. The Alaska Department of Labor and Workforce Development has the primary responsibility for administering the law. It issues occupational safety and

Compliance Officer for the purpose of aiding the inspection. Pursuant to AS 18.60.087, time spent by an employee aiding the inspection shall be considered as time worked, and the employee shall be compensated accordingly.

**COMPLAINT:** office requesting an inspection if they believe unsafe or unhealthful conditions exist in their workplace. Their names will be withheld upon request.

employment, and discrimination complaints by public employees will not be accepted by U.S.DOL OSHA).

**PROPOSED** The law provides for mandatory penalties against employers of up to \$7,000 for each serious violation and for optional penalties of up to \$7,000 for any **PENALTY:** Criminal penalties are also provided for in the law. Any willful violation resulting in death of an employee upon conviction is punishable by a fine not

ACTIVITY: The Alaska Department of Labor and Workforce Development encourages employers and employees to reduce workplace hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries.

INFORMATION: **PROGRAM COMPLAINT:** providing job safety and health protection for workers throughout the State. OSHA will monitor the operation of this plan to assure that continued approval is merited. Any person may make a complaint regarding the State administration of this plan directly to the U.S. Department of Labor, OSHA,

Station J (907) 269-4940 Juneau, AK 99802-1149 Fairbanks, AK 99701-4596 (907) 465-4855 (907) 451-2890 AS 18.60.058 (a) requires that employers must notify AKOSH/OSHA within eight hours of a fatality or in-patient hospitalization.

AKOSH 1-800-770-4940 or 24 hour OSHA hotline 1-800-321-6742

AK-1217-F02

AS 18.60.068 requires this information be displayed in a prominent place on business premises.

use, and limitations of personal protective equipment.

# Publication Date — April 2017