Labor laws change frequently. Contact your distributor to ensure that you are in full compliance with required State and Federal posting requirements at least once a year.

Please post in a conspicuous place. **Date Posted:**

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HEALTH INSURANCE PROTECTION

EEOC - EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

PRIVATE EMPLOYERS, STATE AND LOCAL GOVERNMENTS, 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:

family members.

employment practice.

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

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 discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a lisability who is an applicant or employee, barring undue hardship. AGE The Age Discrimination in Employment Act of 1967, as amended, protects 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 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 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: individuals with disabilities at all levels of employment, including the RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL ORIGIN Executive Order 11246, as amended, prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. PAY SECRECY Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or

1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified If you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 | TTY 1-877-889-5627 | www.dol.gov.

Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in

executive level.

employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans. **RETALIATION** Retaliation is prohibited against a person who files a complaint **INDIVIDUALS WITH DISABILITIES** Section 503 of the Rehabilitation Act of of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at 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.

protects applicants and employees from discrimination based on genetic

classification, referral, and other aspects of employment. GINA also restricts

information in hiring, promotion, discharge, pay, fringe benefits, job training,

genetic information. Genetic information includes information about genetic

tests of applicants, employees, or their family members; the manifestation

requests for or receipt of genetic services by applicants, employees, or their

retaliating against a person who files a charge of discrimination, participates

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are

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

PROTECTED VETERANS The Vietnam Era Veterans' Readjustment Assistance

section. Additional information about EEOC, including information about

private lawsuit, should you ultimately need to, you should contact EEOC

of diseases or disorders in family members (family medical history); and

RETALIATION All of these Federal laws prohibit covered entities from

in a discrimination proceeding, or otherwise opposes an unlawful

oromptly when discrimination is suspected:

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

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE **INDIVIDUALS WITH DISABILITIES** Section 504 of the Rehabilitation Act of

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

EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

ARKANSAS MINIMUM WAGE

ARKANSAS DEPARTMENT OF LABOR NOTICE

to employer & employee

MINIMUM WAGE All employees covered by Arkansas Code 11-4-202 to 11-4-220 must be paid a minimum wage of at least: an hour effective January 1, 2015 with an allowance for

gratuities not to exceed \$4.87 per hour. an hour effective January 1, 2016 with an allowance for gratuities not to exceed \$5.37 per hour. an hour effective January 1, 2017 with an allowance for

COVERAGE The Arkansas Minimum Wage applies to an employer of four (4) or more persons. All employees of the above employers are covered except:

gratuities not to exceed \$5.87 per hour.

*Executive, administrative or professional employees. *Outside commission-paid salesmen. *Students whose work is a part of a bona fide vocational training

*Students who work in the schools they are attending. *Some farm laborers.

*Independent contractors. *Employees of the United States.

STUDENT RATE Any full-time student attending any accredited institution of education within the State of Arkansas, and who is employed to work an amount not to exceed twenty (20) hours during weeks that school is in session or forty (40) hours during weeks when school is not in session,

such rate of wage shall be equal to not less than eighty-five (85%) of the applicable minimum wage provided a Student Certificate of Eligibility is obtained from the Arkansas Department of Labor. Student workers

subject to the 85% provision of the applicable minimum wage rate and a gratuity allowance shall not be paid less than the base wage guaranteed any other employee subject to a gratuity allowance. **HANDICAPPED WORKERS** The Director has established procedures for

employment of these workers. For further information contact the Department of Labor. **STUDENT-LEARNERS** A "Student-Learner" is a person who is receiving

regular instructions in an accredited school and who is employed on a part-time basis in a bona fide training program. For further information contact the Department of Labor. **OVERTIME PAY** Overtime compensation must be paid at the rate of one and one-half times the regular hourly rate of pay for hours worked in excess of 40 hours in a workweek. This overtime provision shall not be applicable with respect to employers with less than 4 employees, or agricultural employees.

WORKWEEK A workweek is a regularly recurring period of 168 hours in the form of seven consecutive 24-hour periods. **ENFORCEMENT** Powers of the Director of Labor: The Director or his representatives have the authority to:

(a) enter and inspect any place of employment in the State to examine books, payrolls, and records having to do with wages and hours. He may copy these records if necessary and may question any employees to find out if the law is being obeyed.

(b) require written or sworn statements from an employer about his employees' earnings and hours of work. c) enforce all regulations issued thereunder

DEDUCTIONS FROM THE MINIMUM WAGE No deduction from the applicable minimum wage may be made except those authorized or required by law or by regulations of the Director of Labor, however,

deductions which are not otherwise prohibited and which are for the employee's benefit may be made if authorized in writing by the employee. **KEEPING OF RECORDS** All employers subject to the Minimum Wage Law must keep accurate records for a period of three (3) years. These records must include the name, address, occupation, rate of pay, hours worked and the amount paid each pay period for all employees covered by the law. In addition, every employer who claims an allowance for tips, board, lodging, apparel or other items or services as part of the applicable minimum wage rate, must maintain daily records showing for each employee the amounts claimed as allowances and must maintain records which will substantiate the amount of tips actually received by the employee or the employer's reasonable cost in supplying items or services to the employee.

EQUAL PAY ACT No employer in the State of Arkansas shall discriminate in the payment of wages as between the sexes or shall pay any female in his employ, salary or wage rate less than the rates paid to male employees for comparable work. Provided, however, that nothing in this Act shall prohibit a variation in rates of pay based upon a difference in seniority, experience, training, skill, ability, or difference in duties and services performed, or difference in the shift or time of the day worked, or any other reasonable differentiation except difference in sex. Every employer shall keep and maintain records of the salaries and wage rates, job classifications and other terms and conditions of employment of the

persons employed by him and such records shall be preserved for a period of three (3) years. **PENALTIES** Any employer who willfully hinders or delays the Director or his authorized representative in the performance of his duties in the

enforcement of these statutes or otherwise willfully violates any provision of these statutes or of any regulation issued under it shall be deemed in violation of the Minimum Wage Law and shall be subject to a civil penalty of not less than fifty dollars (\$50.00) and not more than one thousand dollars (\$1,000.00) for each violation. For the purpose of this subsection,

each such violation shall constitute a separate offense. Any employer who willfully discharges or in any other manner willfully discriminates against any employee because such employee has made any complaint to his employer, to the Director of Labor, or his authorized representative that he has not been paid minimum wages in accordance with the provisions of these statutes, or because such employee has caused to be instituted or is about to cause to be instituted any proceeding under or related to these statutes, or because such employee has testified or is about to testify in any such proceeding shall be deemed in violation of the Minimum Wage Law and shall be subject to a civil penalty of not less than fifty dollars (\$50.00) and not more than one thousand dollars (\$1,000.00) for each violation. For the purpose of this section, each day the violation continues shall constitute a separate offense. In addition to the civil penalty, the Director of Labor is authorized to petition any court

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

these statutes or any regulation. **EMPLOYEES REMEDIES** The Director of Labor may enforce Arkansas minimum wage law by instituting legal action to recover any wages due. An employee may bring an action for equitable and monetary relief against an employer, including the State of Arkansas or a political subdivision of the state, if the employer pays the employee less than the minimum wages, including overtime wages, to which the employee is entitled. The employee shall not be required to exhaust administrative remedies before bringing an action. An employee may recover the full amount of wages due plus costs and a reasonable attorney's fee. The employee may also be awarded an additional amount up to but not

corporation, partnership, or association who violates the provision of

of competent jurisdiction to enjoin or restrain any person, firm,

greater than the amount of wages found to be due, to be paid as iquidated damages. **CHILD LABOR** State law regulates the employment of minors under the age of 17 and, generally, requires children under the age of 16 to have employment certificates. Employment certificates for children ages 14 and 15 are not required for seasonal agricultural laborers, newspaper carriers, or batboys of professional baseball clubs, or sports referees.

Special provisions govern the employment of children in the entertainment industry, otherwise, children who are 14 and 15 years of age may not work: *More than 8 hours a day.

*More than 6 days a week. *More than 48 hours a week.

*Before 6:00 a.m. nor after 7:00 p.m. except on nights preceding non-school days, such children may work until 9:00 p.m. Children under 14 may not be employed except in the entertainment industry, as newspaper carriers, bat boys or bat girls of professional baseball clubs, sports referees, to hand harvest short season crops, or by their parents or guardians during school vacation. Children who are 16 years of age may not work: *More than 10 consecutive hours in any one day; no more than

ten 10 hours in a twenty-four hour period. *More than 6 days a week *More than 54 hours a week.

*Before 6:00 a.m. nor after 11:00 p.m. except that the limitations of 6:00 a.m. and 11:00 p.m. shall not apply to children 16 years of age employed on nights preceding non-school days in occupations determined by rule of the Arkansas Department of Labor to be sufficiently safe for their employment. No 16-year old shall be subject to the provisions of this Act if: (a) such boy or girl is a graduate of any high school, vocational

school or technical school: (b) such boy or girl is married or is a parent. Act 647 of 1987 allows for the employment of children in the entertainment

industry provided the child is issued an Entertainment Work Permit by the Director of Labor. Child labor violations result in a civil money penalty of not less than \$50.00 and not more than \$1,000.00 for each violation.

IF YOU HAVE QUESTIONS CONCERNING THE ARKANSAS MINIMUM WAGE LAW. **TELEPHONE 682-4505.**

WAGE COLLECTION ACT The Wage Collection Act provides assistance to

any employee in the collection of wages due him or her for work performed. Work performed shall include all or any work or service performed by any person employed for any period of time where the wages or salary or remunerations for such work or services are to be paid at stated intervals or at the termination of such employment, or for physical work actually performed by an independent contractor, provided that the amount in controversy does not exceed the sum of two thousand dollars (\$2,000.00). Employees who need help in collecting wages due them should contact the Arkansas Labor Department. Telephone 682-4510.

THIS POSTER CONTAINS ONLY A SUMMARY Copies of the complete laws and regulations are available from the Department of Labor.

ARKANSAS DEPARTMENT OF LABOR 10421 WEST MARKHAM STREET - LITTLE ROCK, ARKANSAS 72205

PHONE (501) 682-4500 | FAX (501) 682-4506 | TDD (800) 285-1131 EMPLOYERS SUBJECT TO THE MINIMUM WAGE ACT ARE REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE FOR ALL EMPLOYEES. 4-6-2015

WORKERS' COMPENSATION

ARKANSAS WORKERS' COMPENSATION COMMISSION 324 Spring Street, Little Rock, AR 72201

Mail: P. O. Box 950, Little Rock, AR 72203-0950 Little Rock Office - 1-800-622-4472 / 501-682-3930

Springdale Office - 1-800-852-5376 / 479-751-2790



WORKERS' COMPENSATION INSTRUCTIONS TO EMPLOYERS AND EMPLOYEES

All employees of this establishment entitled to benefits under the provisions of the Arkansas workers' compensation laws are hereby notified that their employer has secured the payment of such compensation as may at any time be due employees or their dependents. This employer is required by state law to provide workers' compensation coverage or this employer has waived the exclusion or exemption from the operation of the workers' compensation laws, and the employer certifies by the display of this poster that workers' compensation coverage is now provided by a workers' compensation insurance policy or by enrollment in the Arkansas Self-Insurance Program or by the Public Employee Claims Division of the Arkansas Insurance Department.

> (Place label indicating Insurers' Name, Claims Office Address, Claims Office Phone Number and Policy Expiration Date)

IN CASE OF JOB-RELATED INJURIES OR OCCUPATIONAL DISEASES

The Employer Shall:

1. Provide all necessary medical, surgical and hospital treatment, as required by law, following the injury and for such additional time as ordered by the Workers' Compensation Commission.

2. Provide compensation payments in accordance with the provisions of the law. The first installment of compensation becomes due on the 15th day after the employer has notice of the injury or death, except in those cases where liability has been denied by the employer. 3. Provide prompt reporting of accidents to appropriate parties. 4. Keep a record of all injuries received by their employees.

The Employee Shall:

Form AR-P

Ark. Code Ann.

§11-9-403, 407

AWCC Rule 7

Updated: 06-16-14

The employee shall report the injury to the employer on Form N and to a person or at a place specified by the employer, unless the injury either renders the employee physically or mentally unable to do so, or the injury is made known to the employer immediately after it occurs. The employer shall not be responsible for disability, medical, or other benefits prior to receipt of the employee's notice of injury. All reporting procedures specified by the employer must be reasonable and shall afford each employee reasonable notice of the reporting requirements. The foregoing shall not apply when an employee requires emergency medical treatment outside the employer's normal business hours; however, in that event, the employee shall cause a report of the injury to be made to the employer on the employer's next regular business day.

Failure to give such notice shall not bar any claim (1) if the employer had knowledge of the injury or death, (2) if the employee had no knowledge that the condition or disease arose out of and in the course of employment, or (3) if the Commission excuses such failure on the grounds that for some satisfactory reason such notice could not be given. Objection to failure to give notice must be made at or before the first hearing on the claim.

Statutory Information

Ark. Code Ann. § 11-9-514(b) states: "Treatment or services furnished or prescribed by any physician other than the ones selected according to the foregoing, except emergency treatment, shall be at the claimant's expense."

Ark. Code Ann. § 11-9-514(f), however, indicates: When compensability is controverted, subsection (b) shall not apply if: (1) The employee requests medical assistance in writing prior to seeking the same as a result of an alleged compensable injury; and (2) The employer refuses to refer the employee to a medical provider within forty-eight (48) hours after such written request as

(3) The alleged injury is later found to be a compensable injury; and (4) The employer has not made a previous offer of medical treatment.

If you have any questions regarding your rights under the Arkansas workers' compensation laws, you may call an Arkansas Workers' Compensation Commission legal advisor at our toll-free number listed above.

All employers who come within the operation of the Arkansas workers' compensation laws and have complied with its provisions must post this notice in a **CONSPICUOUS** place in or about their place or places of business.

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

PROHIBITIONS Employers are generally prohibited from

requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act. **EXEMPTIONS** Federal, State and local governments are

not affected by the law. Also, the law does not apply to

tests given by the Federal Government to certain private individuals engaged in national security-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 preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

ENFORCEMENT The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS **CAN READILY SEE IT.**





EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

a covered employer 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 or placement); 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

Employees may choose, or an employer may require, use of accrued paid leave 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 related to the FMLA. **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;* and

EXAMINEE RIGHTS Where polygraph tests are

WAGE AND HOUR DIVISION **EWHX** DEPARTMENT OF LABOR WH1462 REV 07/16

FMLA - FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS Eligible employees who work for • Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite. *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 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 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, the employer must notify the employee if he or she is eligible for FMLA leave 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 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.



ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers 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:

Bi-Weekly

Other

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 can readily see it.

OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours worked over 40 in a workweek. CHILD LABOR An employee must be at least 16 years old to penalties may be assessed for each child labor violation that work in most non-farm jobs and at least 18 to work in nonfarm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours are determined to be willful or repeated. The law also n 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 wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations prohibits retaliating against or discharging workers who file complaint or participate in any proceeding under the FLSA. 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 contractors are not. Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



UNEMPLOYMENT COMPENSATION

NOTICE TO EMPLOYEES:

Department of **WORKFORCE** SERVICES

for those working only part time.

HOW TO CLAIM UNEMPLOYMENT INSURANCE

are covered by the **Employees of** Department of Workforce Services Law.

The Law provides Unemployment Insurance Benefits for unemployed workers and under certain conditions,

As a covered employee, your employer has contributed to or will reimburse the Arkansas Unemployment Trust Fund from which benefits are paid. **NO DEDUCTIONS CAN BE MADE FROM YOUR WAGES FOR THIS PURPOSE.** Be sure your employer has your correct Social Security Account Number.

A. If and when you know you are going to be out of work for a calendar week or more, **YOU SHOULD**

File a claim for benefits through the Department of Workforce Services Office nearest you. We will try to help locate work for you both before benefit payments start and while they are being paid. **B.** If you are attached to a regular employer, working less than full time due entirely to lack of work, you

may be eligible for partial Unemployment Insurance Benefits. In that case, claim partial benefits—**promptly**—by reporting the facts (dates, wages, employer) to your Local Office. **Do not delay doing this.**

Our Local Office will answer questions and supply further information.

Full time Local Offices are situated in the following cities to provide services to Unemployment Insurance Claimants:

Arkadelphia El Dorado Batesville **Blytheville** Camden Conway

laws and lead to prosecution.

Fayetteville Forrest City Fort Smith Harrison Helena

Hope **Hot Springs** Monticello Jacksonville Jonesboro Newport **Little Rock Midtown Paragould** Magnolia Malvern

West Memphis **CAUTION:** False statements to obtain benefits, concealment of material facts, or failure to report earnings for the purpose of obtaining or increasing Unemployment Insurance Payments, are violations of criminal

Rogers

Searcy

Russellville

Texarkana

Walnut Ridge

DWS-ARK-237 (Rev. 1-07)

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

YOUR RIGHTS UNDER USERRA

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

you ensure that your employer receives advance written or verbal

you have five years or less of cumulative service in the uniformed

you return to work or apply for reemployment in a timely manner

If you are eligible to be reemployed, you must be restored to the job

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

and benefits you would have attained if you had not been absent

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

vou have not been separated from service with a disqualifying

that job to perform service in the uniformed service and:

discharge or under other than honorable conditions.

due to military service or, in some cases, a comparable job.

are a past or present member of the uniformed service;

are obligated to serve in the uniformed service;

then an employer may not deny you:

that person has no service connection.

initial employment;

because of this status.

retention in employment;

any benefit of employment

reemployment:

promotion; or

have applied for membership in the uniformed service; or

services while with that particular employer;

REEMPLOYMENT RIGHTS

notice of your service;

after conclusion of service; and





THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and

> 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

• If you leave your job to perform military service, you have the right

waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries. **ENFORCEMENT** • The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

• For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its web site 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 employer for violations of USERRA. The rights listed here may vary depending on the circumstances. 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. Publication Date-October 2008

Employer Support Of The Guard And Reserve 1-800-336-4590 U.S. Department of Labor

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Marry or divorce? Gain or lose a dependent? Change your name?

Your nonwage income (interest, dividends, capital gains, etc.)? · Your family wage income (you or your spouse started or ended a job)? Your itemized deductions? Your tax credits?

Were there major changes to...

To any of these questions or you owed extra tax when you filed your last return, you may need to file a new form W-4.

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 web site.

Employer: Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where



PUBLIC EMPLOYEES' RIGHTS

and are therefore null and void.

COMPLAINTS AND INVESTIGATIONS

PUBLIC EMPLOYEES' RIGHT TO KNOW

a. The Director of Labor can request data substantiating a

trade secret claim when asked to by an employee,

designated representative, or public employer.

THE PUBLIC EMPLOYEES' CHEMICAL RIGHT TO KNOW ACT 6. Handle trade secrets in accordance with provisions set out in the law The purpose of this law is to provide public employees access to

training and information concerning hazardous chemicals in order to enable them to minimize their exposure to such chemicals and protect their health, safety and welfare. PUBLIC EMPLOYERS' DUTIES

Public employers are responsible for the following as set out by

1. Post adequate notice to inform employees of their rights. 2. Ensure proper chemical labeling: a. Existing labels on containers of hazardous chemicals are not to be removed.

b. If a chemical is transferred to another container, it must also be labeled with the name and appropriate warnings, as provided in this law. c. A public employer is not required to label chemicals that have been transferred to a portable container by an employee when that employee is going to immediately

public employers with the appropriate MSDSs within the prescribed times. b. Public employers must maintain current copies of each MSDS and have them available to employees and their

a. Chemical manufacturers and distributors must provide

designated representatives upon request within the

e. Public employers shall provide a copy of MSDSs to the

area where it will normally be used, generated, or stored.

b. Chemical lists shall be filed with the Director of Labor no

3. Maintain and make material safety data sheets available.

use the chemical.

prescribed time.

c. The employer must not require an employee to work with a chemical until a MSDS can be furnished except as indicated by this law. d. An employee who declines to work with a chemical may not be penalized.

Director of Labor upon request.

4. Compile and maintain a workplace chemical list for hazardous chemicals used, generated, or stored in amounts of 55 gallons or 500 pounds or more. a. The Workplace Chemical List must show the chemical or common name used on the MSDS and/or the container label, the Chemical Abstracts Service Number and the work

later than October 14, 1991, updated when necessary, and refiled July 1 of each year. 5. Provide employees with information and training a. The Director of Labor is responsible for maintaining a

general information and training assistance program to aid public employers. b. Additional training must be provided when a new hazard is introduced, when new information is received,

or before new employees are assigned to a job.

c. Information and training programs must meet the

requirements specified in the law and in the regulations

d. Information and training programs must be developed by January 15, 1992, and initial information and training must be provided prior to July 15, 1992. Employers must keep a record of the dates of training sessions given to e. The Director of Labor's rules and regulations concerning

refresher training and training exemptions must be

and to order all appropriate relief. Those who refuse to comply with these orders will be in contempt of court.

ENFORCEMENT

The provision of information to a public employee does not affect the liability of the employer with regard to the health and safety of the employee, or the employer's responsibility to prevent the occurrence of occupational disease.

> **ARKANSAS DEPARTMENT OF LABOR** 10421 WEST MARKHAM **LITTLE ROCK, ARKANSAS 72205**

> > PH. (501) 682-4500



of the Director of Labor.

Job Safety and Health

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep vour name confidential. You have the right to have a representative contact OSHA on your behalf.

Participate (or have your representative)

participate) in an OSHA inspection and

days (by phone, online or by mail) if you have been retaliated against for using your rights.

employer.

tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- in a language and vocabulary they can understand. Prominently display this poster in the

Provide required training to all workers

workplace. Post OSHA citations at or near the place

hazards is available to small and mediumsized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



Since you last filed form W-4 with your employer did you... See your employer for a copy of Form W-4 or call the IRS at

they can get forms and information on this subject. Publication 213 (Rev. 8-2009) Cat. No. 11047P

ARKANSAS DEPARTMENT OF LABOR - NOTICE TO EMPLOYER AND EMPLOYEE - ACT 556 OF 1991 ENTITLED

b. All information will be kept confidential.

Public employees who may be exposed to hazardous chemicals must be informed and shall have access to the Workplace Chemical List, MSDSs for the chemicals on the list, and information and training as provided in this act. A public employee cannot be disciplined, discharged or

discriminated against for requesting information, filing a complaint,

assisting an inspector of the Department of Labor, causing any complaint or proceeding to be instituted, testifying in any proceeding, or exercising any right afforded by this law. Any waiver of the benefits or requirement of this law are a violation

The Director of the Department of Labor will investigate written

and oral complaints from public employees concerning violations

If the Director of Labor finds a public employer in violation of this

law, he shall issue an order to cease and desist the act or omission

constituting the violation. If the Director of Labor finds that a public

of this law. The Director or his designated representative has the authority to enter the workplace and conduct a thorough investigation of the complaint as specified by this law.

CAUSE OF ACTION – ATTORNEY FEES

employer has failed to provide the required information and training by the prescribed time, he may conduct the program and charge the employer for the costs incurred. Violation of this act shall be cause for adverse personnel action against the responsible supervisor as set out in this act.

action in circuit court and the court shall hear the petition within The court shall have the jurisdiction to restrain violations of this act

Any citizen denied their rights under this law may commence civil

Attorney fees and court costs will be assessed to the defendant and plaintiff as set out by the law.

The provision of information to an employee also does not affect any other duty or responsibility of a chemical manufacturer or

being retaliated against.

- speak in private to the inspector. File a complaint with OSHA within 30
- Reguest copies of your medical records,

See any OSHA citations issued to your

Contact OSHA. We can help.

distributor to warn users of a hazardous chemical.

NO EFFECT ON OTHER LEGAL DUTIES

EMPLOYERS ARE REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE. OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

IT'S THE LAW!

of an eye within 24 hours.

 Comply with all applicable OSHA standards. Report to OSHA all work-related fatalities within 8 hours, and all inpatient

hospitalizations, amputations and losses

of the alleged violations. FREE ASSISTANCE to identify and correct



1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

AR-1114-A2-F02