Compliance Code: AZ-1021-F02 • Check Compliance By Scanning Here ▶

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

EEOC - 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: 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

undue hardship. **DISABILITY** Title I and Title V of the Americans with Disabilities Act of 1990, members (family medical history); and requests for or receipt of genetic as amended, protect qualified individuals from discrimination on the basis services by applicants, employees, or their family members. 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,

training, classification, referral, and other aspects of employment. same establishment.

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 family members; the manifestation of diseases or disorders in family **RETALIATION** All of these Federal laws prohibit covered entities from

unlawful employment practice. WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are strict time limits for filing charges of employment discrimination. protects applicants and employees 40 years of age or older from discrimination To preserve the ability of EEOC to act on your behalf and to protect your based on age in hiring, promotion, discharge, pay, fringe benefits, job right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal SEX (WAGES) In addition to sex discrimination prohibited by Title VII Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, or 1-800-669-6820 (toll-free TTY number for individuals with hearing prohibits sex discrimination in the payment of wages to women and impairments). EEOC field office information is available at www.eeoc.gov or men performing substantially equal work, in jobs that require equal in most telephone directories in the U.S. Government or Federal Government skill, effort, and responsibility, under similar working conditions, in the section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

RETALIATION Retaliation is prohibited against a person who files a

complaint of discrimination, participates in an OFCCP proceeding,

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, disabilities at all levels of employment, including the executive level. NATIONAL ORIGIN Executive Order 11246, as amended, prohibits **PROTECTED VETERANS** The Vietnam Era Veterans' Readjustment Assistance employment discrimination based on race, color, religion, sex, sexual Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination orientation, gender identity, or national origin, and requires affirmative against, and requires affirmative action to recruit, employ, and advance in action to ensure equality of opportunity in all aspects of employment. employment, disabled veterans, recently separated veterans (i.e., within PAY SECRECY Executive Order 11246, as amended, protects applicants three years of discharge or release from active duty), active duty wartime or and employees from discrimination based on inquiring about, disclosing, campaign badge veterans, or Armed Forces service medal veterans.

or employees. 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 or discrimination in hiring, promotion, discharge, pay, fringe benefits, job affirmative action obligations under the authorities above should contact training, classification, referral, and other aspects of employment. Disability immediately: The Office of Federal Contract Compliance Programs (OFCCP), discrimination includes not making reasonable accommodation to the U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. known physical or mental limitations of an otherwise qualified individual with 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also a disability who is an applicant or employee, barring undue hardship to the be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP employer. Section 503 also requires that Federal contractors take affirmative regional or district office, listed in most telephone directories under U.S. action to employ and advance in employment qualified individuals with Government, Department of Labor.

or discussing their compensation or the compensation of other applicants

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 of Federal financial assistance.

Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil INDIVIDUALS WITH DISABILITIES Section 504 of the Rehabilitation Act the basis of sex in educational programs or activities which receive contact the Federal agency providing such assistance. Mandatory Supplement to EEOC P/E-1(Revised 11/09) "EEO is the Law" Poster

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

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

CONSTRUCTIVE DISCHARGE

--- Notification of A.R.S. §23-1502 ---**CONSTRUCTIVE DISCHARGE**

NOTICE

An employee is encouraged to communicate to the employer whenever the employee believes working conditions may become intolerable to the employee and may cause the employee to resign. Under section 23-1502, Arizona Revised Statutes, an employee may be required to notify an appropriate representative of the employer in writing that a working condition exists that the employee believes is intolerable, that will compel the employee to resign or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against

Under the law, an employee may be required to wait for fifteen calendar days after providing written notice before the employee may resign if the employee desires to preserve the right to bring a constructive discharge claim against the employer. An employee may be entitled to paid or unpaid leave of absence of up to fifteen calendar days while waiting for the employer to respond to the employee's written communication about the employee's working condition. July 2013

UNEMPLOYMENT INSURANCE

DEPARTMENT OF ECONOMIC SECURITY

NOTICE TO EMPLOYEES

YOU ARE COVERED BY UNEMPLOYMENT INSURANCE (UI)

Meet all other eligibility requirements.

For an explanation of what this insurance means to you, visit our website at <u>www.azui.com</u> for a copy of the pamphlet A Guide to Arizona Benefits. You may obtain additional information from the Unemployment Insurance office by calling (602) 364-2722 in the Phoenix area, (520) 791-2722 in the Tucson area, or toll free at 1-877-600-2722.

IF YOU BECOME UNEMPLOYED, YOU MAY BE ELIGIBLE FOR UNEMPLOYMENT BENEFITS IF YOU: • Open or reopen a claim by going on line at www.azui.com. If you do not have internet access, go to your nearest Arizona Department of Economic Security

(ADES) Employment Service (ES) office for assistance.

• Were separated from your last job for a non-disqualifying reason. Meet the wage requirements established by law.

· Are registered for work with Arizona Job Connection – DES will attempt to register you based on the information you provide when your claim is filed. Actively seek work and remain available and able to accept suitable employment.

the employer alleging that the working condition forced the employee to resign.

You may receive partial unemployment insurance payments if your hours and wages are reduced.

Equal Opportunity Employer / Program • Auxiliary aids and services are available upon request to individuals with disabilities • To request this document in alternative format or for urther information about this policy, contact the UI Tax Office at 602-771-6606;TTY/TDD Services: 7-1-1 • Disponible en español en línea o en la oficina local

DISCRIMINATION

ARIZONA LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT

ON THE BASIS OF: Race, Color Religion, Sex, Age (40+), National Origin, Disability, or Results of Genetic Testing.

BY: Employers, Employment Agencies, or Labor Unions.

WITH RESPECT TO: Hiring, Promotion, Transfer, Termination, Salary or Benefits, Lay-Off, Apprenticeship and Training Programs, Job Referrals, or Union Membership.

REMEDY MAY INCLUDE: Employment, Reinstatement, Back Pay, Promotion or Lost Benefits.

*Intake form available online at www.azag.gov

LA LEY DE ARIZONA PROHIBE **DISCRIMINACION EN EL EMPLEO**

POR RAZONES DE: Raza, Color, Religion, Sexo, Edad(40+), Origen Nacional, Incapacidad, o Resultados de Pruebas Geneticas.

POR PARTE DE: Empleador, Agencias de Empleo, o Sindicatos.

CON RESPECTO A: Ocupacion, Ascenso, Transferencia, Terminacion, Salarios o Beneficios, Despido, Aprendizaje de Trabajo, Referencias de Trabajo, o Miembrecia en Sindicatos.

LOS REMEDIOS PUEDEN INCLUIR: Empleo, Re-Empleo Sueldo Atrasado, Ascenso, o Beneficios Perdidos.

*Formulario de cuestionario esta disponible en

nuestro sitio de web: www.azag.gov



Phoenix Office 2005 N. Central Avenue Phoenix, Arizona 85004 (602) 542-5263 (877) 491-5742 Toll Free (877) 624-8090 TTY Toll Free

State of Arizona Office of the Attorney General **Civil Rights Division**

Tucson Office 400 West Congress Street Tucson, Arizona 85701 (502) 628-6500

(877) 491-5740 Toll Free (877) 624-8090 TTY Toll Free

THIS NOTICE MUST BE POSTED IN A CONSPICUOUS WELL LIGHTED PLACE FREQUENTED BY EMPLOYEES, JOB SEEKERS, APPLICANTS FOR UNION MEMBERSHIP, OR PATRONS.

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 penalties for each willful or repeated violation of the minimum wage can readily see it. **OVERTIME PAY** At least 1½ 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 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 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

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

to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding **ADDITIONAL INFORMATION** • Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.

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 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

• 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.

WH1088 REV 07/16



USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

YOUR RIGHTS UNDER USERRA

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 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 • If you leave your job to perform military service, you have leave that job to perform service in the uniformed service and: 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 • Even if you don't elect to continue coverage during your military 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 under other than honorable conditions. If 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

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION If you: • are a past or present member of the uniformed service; • have applied for 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.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including •You may also bypass the VETS process and bring a civil action testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service

from sexual activity or illegal drug use.

HEALTH INSURANCE PROTECTION

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.

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 or injuries. • 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 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.

against an employer for violations of USERRA. Publication Date — April 2017

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.

U.S. Department of Labor
1-866-487-2365

U.S. Department of Justice
Office of Special Counsel

Employer Support Of The Guard
And Reserve 1-800-336-4590

WORK EXPOSURE TO BODILY FLUIDS

Re: Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS) & Hepatitis C Employees are notified that a claim may be made for a condition, infection, disease or disability involving or related to the Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), or Hepatitis C within the provisions of the Arizona Workers' Compensation Law, and the rules of The Industrial Commission of Arizona. Such a claim shall include the occurrence of a significant exposure at work, which generally means contact of an employee's ruptured or broken skin or mucous membrane with a person's blood, semen, vaginal fluid, surgical fluid(s) or any other fluid(s) containing blood. AN EMPLOYEE MUST CONSULT A PHYSICIAN TO SUPPORT A CLAIM. Claims cannot arise

NOTICE TO EMPLOYEES: WORK EXPOSURE TO BODILY FLUIDS

Certain classes of employees may more easily establish a claim related to HIV, AIDS, or Hepatitis C if they meet the following requirements:

1. The employee's regular course of employment involves handling or exposure to blood, semen, vaginal fluid, surgical fluid(s) or any other fluid(s) containing blood. Included in this category are health care providers, forensic laboratory workers, fire fighters, law enforcement officers, emergency medical technicians, paramedics and correctional officers. 2. NO LATER THAN TEN (10) CALENDAR DAYS after a possible significant exposure which arises out of and in the course of employment, the employee reports in writing to the employer the details of the exposure as provided by Commission rules. Reporting forms are available at the office of this employer or from the Industrial Commission of Arizona, 800 W.

Washington, Phoenix, Arizona 85007, (602) 542-4661 or 2675 E. Broadway, Tucson, Arizona 85716, (520) 628-5188. If an employee chooses not to complete the reporting form, that employee may be at risk of losing a prima facie claim. 3. NO LATER THAN TEN (10) CALENDAR DAYS after the possible significant exposure the employee has blood drawn, and NO LATER THAN THIRTY (30) CALENDAR DAYS the blood is tested for HIV OR HEPATITIS C by antibody

testing and the test results are negative. 4. NO LATER THAN EIGHTEEN (18) MONTHS after the date of the possible significant exposure at work, the employee is retested and the results of the test are HIV positive or the employee has been diagnosed as positive for the presence of HIV, or NO LATER THAN SEVEN (7) MONTHS after the date of the possible significant exposure at work, the employee is retested and the results of the test are positive for the presence of Hepatitis C or the employee has

been diagnosed as positive for the presence of Hepatitis C. KEEP POSTED IN CONSPICUOUS PLACE NEXT TO WORKERS' COMPENSATION NOTICE TO EMPLOYEES THIS NOTICE APPROVED BY THE INDUSTRIAL COMMISSION OF ARIZONA FOR CARRIER USE ICA Form 04-615-01

PAYDAY NOTICE

Regular Paydays for Employees of

(Company Name) Shall be as follows.

ANTI-DISCRIMINATION

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.

WITHHOLDING STATUS

For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

YOU MAY NEED TO CHECK YOUR WITHHOLDING **Since you last filed form W-4 with your employer did** See your employer for a copy of Form W-4 or call the IRS at

• Marry or divorce? Gain or lose a dependent? Change your name? Were there major changes to...

Your nonwage income (interest, dividends, capital gains, Your family wage income (you or your spouse started or ended a job)?

Your itemized deductions? Your tax credits? If you can answer "YES"... To any of these questions or you owed extra tax when you Department of the Treasury îled 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.

Poster so that your employees will see it. Please indicate where they can get forms and information on this subject. Publication 213 (Rev. 8-2009)

Employer: Please post or publish this Bulletin Board

Cat. No. 11047P Internal Revenue Service www.irs.gov

NO SMOKING NOTICE



THANK YOU FOR NOT SMOKING. To report a violation or file a complaint: smokefreearizona.org 1-877-4-AZNOSMOKE 1-877-429-6676

Smoke-Free Arizona Act ARS§36-601.01

WORK EXPOSURE

WORK EXPOSURE TO METHICILLIN-RESISTANT STAPHLOCOCCUS AUREUS (MRSA), SPINAL MENINGITIS, OR TUBERCULOSIS (TB)

Notice to Employees Employees are notified that a claim may be made for a condition, infection, disease or disability involving or related to MRSA, spinal meningitis, or TB within the provisions of the Arizona Workers' Compensation Law. (A.R.S. § 23-1043.04) Such a claim shall include the occurrence of a significant exposure at work, which is defined to mean an exposure in the course of employment to aerosolized MRSA, spinal meningitis or TB bacteria. Significant exposure also includes exposure in the course of employment to MRSA through bodily fluids or skin. Certain classes of employees (as defined below) may more easily establish a claim related to MRSA, spinal meningitis or TB by meeting the following requirements:

1. The employee's regular course of employment involves handling or exposure to MRSA, spinal meningitis or TB. For

purposes of establishing a claim under this section, "employee" is limited to firefighters, law enforcement officers, correction officers, probation officers, emergency medical technicians and paramedics who are not employed by a health care institution;

2. No later than thirty (30) calendar days after a possible significant exposure, the employee reports in writing to the employer the details of the exposure; 3. A diagnosis is made within the following time-frames:

a. For a claim involving MRSA, the employee must be diagnosed with MRSA within fifteen (15) days after the employee reports pursuant to Item No. 2 above; b. For a claim involving spinal meningitis, the employee must be diagnosed with spinal meningitis within

two (2) to eighteen (18) days of the possible significant exposure; and c. For a claim involving TB, the employee is diagnosed with TB within twelve (12) weeks of the possible

significant exposure. Expenses for post-exposure evaluation and follow-up, including reasonably required prophylactic treatment for MRSA, spinal meningitis, and TB is considered a medical benefit under the Arizona Workers' Compensation Act for any significant exposure that arises out of and in the course of employment if the employee files a claim for the significant exposure or the employee reports in writing the details of the exposure. Providing post-exposure evaluation and follow-up, including prophylactic treatment, does not, however, constitute acceptance of a claim for a condition, infection, disease or disability involving or related to a significant exposure. Employers must post this notice in a conspicuous place next to the Workers' Compensation Notice to Employees.

WORKERS' COMPENSATION

TO BE POSTED BY EMPLOYER **POLICY NUMBER NOTICE TO EMPLOYEES**

RE: ARIZONA WORKERS' COMPENSATION LAW

All employees are hereby notified that this employer has complied with the provisions of the Arizona Workers' Compensation Law (Title 23, Chapter 6, Arizona Revised Statutes) as amended, and all the rules and regulations of The Industrial Commission of Arizona made in pursuance thereof, and has secured the payment of compensation to employees by insuring the payment of such compensation with:

All employees are hereby further notified that in the event they do not specifically reject the provisions of the said compulsory law, they are deemed by the laws of Arizona to have accepted the provisions of said law and to have elected to accept compensation under the terms thereof; and that under the terms thereof employees have the right to reject the same by written notice thereof prior to any injury sustained, and that the blanks and forms for such notice are available to all employees at the office of this employer. **KEEP POSTED IN A CONSPICUOUS PLACE.**

PARA SER COLOCADO POR EL PATRON

AVISO A LOS EMPLEADOS RE: LEY DE COMPENSACIÓN PARA LOS TRABAJADORES DE ARIZONA A todos los empleados se les notifica por este medio que este patrón ha cumplido con las provisiones de la Ley de

Compensación para los Trabajadores de Arizona (Titulo 23, Capitulo 6, Estatutos Enmendados de Arizona) tal como han sido enmendados, y con todas las regias y ordenanzas de La Comisión Industrial de Arizona hechas en cumplimiento de esta, y ha asegurado el pago de compensación a los empleados garantizando el pago de dicha compensación por medio de:

Ademas, a todos los empleados se les notifica por este medio que en caso de que especificadamente ellos no rechazen las disposiciones de dicha ley obligatoria, se les considerara bajo las leyes de Arizona de haber aceptado las provisiones de dicha ley y de haber escogido aceptar la compensación bajo estos terminos; también bajo estos terminos los empleados tienen el derecho de rechazar la misma por medio de una notificación por escrito antes de que sufran alguna lesión, todos los formularios o formas en blanco para tal notificación por escrito estarán disponibles para todos los empleados en la oficina de este patrón. COLOQUESE EN LUGAR VISIBLE.

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT The Employee Polygraph Protection Act prohibits most private 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. **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 including the right to a written notice before testing, the right to employee or prospective employee for refusing to take a test or for refuse or discontinue a test, and the right not to have test results 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 securityrelated 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

EXAMINEE RIGHTS Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights,

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.**



disclosed to unauthorized persons.

ARIZONA MINIMUM WAGE THE FAIR WAGES AND

HEALTHY FAMILIES ACT

Effective January 1, 2022, Arizona's Minimum Wage Is:

\$12.80 per hour **EXEMPTIONS:** The Fair Wages and Healthy Families Act (the "Act") does not apply to any person who is employed by a parent or a sibling; any person who is employed performing babysitting services in the employer's home on a casual basis; any person employed by the State of Arizona or the United States government; or any person employed in a small business that grosses less than \$500,000 in annual revenue, if that small business is

exempt from having to pay a minimum wage under section 206(a) of title 29 of the United States Code. TIPS AND GRATUITIES: For any employee who customarily and regularly receives tips or gratuities, an employer may pay tipped employees a maximum of \$3.00 per hour less than the minimum wage if the employer can establish by its records that for each week, when adding tips received

to wages paid, the employee received not less than the minimum wage for all hours worked. Certain other conditions must be met. **RETALIATION & DISCRIMINATION PROHIBITED:** Employers are prohibited from discriminating against or subjecting any person to retaliation for: (1) asserting any claim or right under the Act; (2) assisting any person in doing so; or (3) informing any person of their rights under the Act.

ENFORCEMENT: Any person or organization may file a complaint with the Industrial Commission's Labor Department alleging that an employer has

violated the Act. Certain time limits apply. A civil action may also be filed as provided in the Act. Violations of the Act may result in penalties. INFORMATION: For additional information regarding the Act, you may refer to the Industrial Commission's website at www.azica.gov or contact the Industrial Commission's Labor Department: 800 W. Washington, Phoenix, Arizona 85007-2022; (602) 542-4515.

THIS POSTER MUST BE CONSPICUOUSLY DISPLAYED IN A PLACE THAT IS ACCESSIBLE TO EMPLOYEES

EARNED PAID SICK TIME

THE FAIR WAGES AND HEALTHY FAMILIES ACT

Earned Paid Sick Time EXEMPTIONS: The Fair Wages and Healthy Families Act (the "Act") does not apply to any person who is employed by a parent or a sibling; any person who is employed performing babysitting services in the employer's home on a casual basis; or any person employed by the State of

earned paid sick time for every 30 hours worked, subject to the following limitations: • Employees whose employers have less than 15 employees may only accrue or use 24 hours of earned paid sick time per year. • Employees whose employers have 15 or more employees may only accrue or use 40 hours of earned paid sick time per year.

ENTITLEMENT AND AMOUNT: Beginning July 1, 2017, employees are entitled to earned paid sick time and accrue a minimum of one hour of

Employers are permitted to select higher accrual and use limits. TERMS OF USE: Earned paid sick time may be used for the following purposes: (1) medical care or mental or physical illness, injury, or health condition; or (2) a public health emergency; and (3) absence due to domestic violence, sexual violence, abuse, or stalking. Employees may use earned paid sick time for themselves or for family members. See Arizona Revised Statutes § 23-373 for more information.

RETALIATION & DISCRIMINATION PROHIBITED: Employers are prohibited from discriminating against or subjecting any person to retaliation for: (1) asserting any claim or right under the Act, including requesting or using earned paid sick time; (2) assisting any person in doing so; or (3) informing any person of their rights under the Act. **ENFORCEMENT:** Each employee has the right to file a complaint with the Industrial Commission's Labor Department alleging that an employer has violated the Act. Certain time limits apply. A civil action may also be filed as provided in the Act. Violations of the Act may result in penalties.

INFORMATION: For additional information regarding the Act, you may refer to the Industrial Commission's website at www.azica.gov or contact

the Industrial Commission's Labor Department: 800 W. Washington, Phoenix, Arizona 85007-2022; (602) 542-4515. THIS POSTER MUST BE CONSPICUOUSLY POSTED IN A PLACE THAT IS ACCESSIBLE TO EMPLOYEES

FMLA - FAMILY AND MEDICAL LEAVE ACT

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

LEAVE ENTITLEMENTS Eligible employees who work for a covered * Special "hours of service" requirements apply to airline flight 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 notice, an employee must notify the employer as soon as possible and, birth or placement);

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

qualifying serious health condition;

Arizona or the United States government.

leave intermittently or on a reduced schedule. 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,

medically necessary or otherwise permitted, employees may take

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 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

Work at a location where the employer has at least 50 employees

within 75 miles of the employee's worksite.

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'

generally, follow the employer's usual procedures. ·To care for the employee's spouse, child, or parent who has a Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave For the employee's own qualifying serious health condition that 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

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 An employee does not need to use leave in one block. When it is 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 continue health insurance coverage as if the Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as **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.



OCCUPATIONAL SAFETY AND HEALTH PROTECTION

EMPLOYEE SAFETY AND HEALTH PROTECTION

The Arizona Occupational Safety and Health Act of 1972 (Act), provides safety and health protection for employees in Arizona. The Act requires each employer to furnish his employees with a place of employment free from recognized hazards that might cause serious injury or death. The Act further requires that employers and employees comply with all workplace safety and health standards, rules and regulations promulgated by the Industrial Commission. The Arizona Division of Occupational Safety and Health (ADOSH), a division of the Industrial Commission of Arizona, administers and enforces the requirements of the Act.

As an employee, you have the following rights:

You have the right to notify your employer or ADOSH about workplace hazards. You

may ask ADOSH to keep your name confidential. You have the right to request that ADOSH conduct an inspection if you believe there are unsafe and/or unhealthful conditions in your workplace. You or your representative may participate in the inspection.

If you believe you have been discriminated against for making safety and health complaints, or for exercising your rights under the Act, you have a right to file a complaint with ADOSH within 30 days of the discriminatory action. You are also afforded protection from discrimination under the Federal Occupational Safety and Health Act and may file a complaint with the U.S. Secretary of Labor within 30 days of the discriminatory action.

You have the right to see any citations that have been issued to your employer. Your employer must post the citations at or near the location of the alleged violation.

You have the right to protest the time frame given for correction of any violation. You have the right to obtain copies of your medical records or records of your

exposure to toxic and harmful substances or conditions. Your employer must post this notice in your workplace. The Industrial Commission and ADOSH do not cover employers of household domestic labor,

those in maritime activities (covered by OSHA), those in atomic energy activities (covered by the

Atomic Energy Commission) and those in mining activities (covered by the Arizona Mine

Inspector's office). To file a complaint, report an emergency or seek advice and assistance from

Note: Persons wishing to register a complaint alleging inadequacy in the administration of the Arizona

Occupational Safety and Health plan may do so at the following address:

U.S. Department of Labor – OSHA

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Phoenix: Tucson: **800 West Washington 2675 East Broadway** Tucson, AZ. 85716 Phoenix AZ. 85007 NÚMERO DE POLIZA 520-628-5478 602-542-5795 Toll free: 855-268-5251 Toll free: 855-268-5251 Industrial Commission web site: www.ica.state.az.us

ADOSH, contact the nearest ADOSH office:

230 N. 1st Ave., Ste. 202 Phoenix. AZ 85003 Telephone: 602-514-7250

daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave