Your Employee Rights Under the **Family and Medical Leave Act**

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for

The birth, adoption or foster placement of a child with you. Your serious mental or physical health condition that makes you unable to work, To care for your spouse, child or parent with a serious mental or physical health condition, and

Certain gualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information

FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need

Am I eligible to take FMLA leave?

lef.: 29 CFR §825.300

You work for a covered employer You have worked for your employer at least 12 months, You have at least 1,250 hours of service for your employer during the 12 months before your leave, and

You are an **eligible employee** if <u>all</u> of the following apply:

Your employer has at least 50 employees within 75 miles of your work location

Airline flight crew employees have different "hours of service" requirements

> You work for a covered employer if one of the following applies: You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar

You work for an elementary or public or private secondary school, You work for a public agency, such as a local, state or federal

government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to request FMLA leave you must:

may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer Follow your employer's normal policies for requesting leave. determines that you are eligible, your employer must notify you in · Give notice at least 30 days before your need for FMLA leave, or If advance notice is not possible, give notice as soon as possible writing:

About your FMLA rights and responsibilities, and · How much of your requested leave, if any, will be FMLA-protected You do not have to share a medical diagnosis but must provide leave enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your

> WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

complaint process

or cooperating with a WHD investigation

What does my employer need to do?

Allow you to take job-protected time off work for a qualifying

on the same basis as if you had not taken leave, and

Continue your group health plan coverage while you are on leave

Allow you to return to the same job, or a virtually identical job with

the same pay, benefits and other working conditions, including

Your employer cannot interfere with your FMLA rights or threater

or punish you for exercising your rights under the law. For example,

After becoming aware that your need for leave is for a reason that

Where can I find more information?

If you believe your rights under the FMLA have been violated, you

may file a complaint with WHD or file a private lawsuit against your

SCAN ME

WH1420 REV 04/23

employer in court. Scan the QR code to learn about our WHD

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

your employer cannot retaliate against you for requesting FMLA leave

If you are eligible for FMLA leave, your employer must:

shift and location, at the end of your leave

same reason when requesting additional leave. Your employer may request certification from a health care provide to verify medical leave and may request certification of a qualifying exigency.

employer if FMLA leave was previously taken or approved for the

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

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.



Notice to Employees

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

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

You and your employer both pay your UI premiums (taxes). You pay about 27 percent and your employer pays 73 percent. Generally speaking, if you receive one week of UI benefits, you receive as much or more than you paid into the program for the year. Your employer may withhold from your earnings the employee portion of the UI tax. Wages in excess of the maximum annual taxable wage set for the calendar vear are non-taxable. Current and past years' maximum annual taxable wage base and the employee portion of the UI tax rates are posted on the Employment Security Tax website at: labor.alaska.gov/estax/faq/w1.htm.

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

To file a NEW claim or REOPEN an existing Alaska claim for UI benefits on the Internet, go to labor.alaska.gov and click on "File Unemployment Benefits Online."

To file for UI by telephone and for all other UI assistance, contact your local UI claim center. The phone numbers are listed below. If you do not reside in one of the cities below, use the toll free number

Anchorage:	(907) 269-4700	Juneau/outside Alaska:	(907) 465-5552
Fairbanks:	(907) 451-2871	All other areas in Alaska:	(888) 252-2557
		ska Relay is (800) 770-8973 or voice (()

You may be entitled to a refund of excess employee contributions to the UI Trust Fund if you had two or more employers in a calendar year, your withholdings exceeded the maximum annual employee tax and your overpayment is \$5 or greater. For the year you are claiming a refund, the filing deadline for your application is Dec. 31 of the following calendar year. (If you had more than the legal maximum employee deduction withheld by any one employer, your employer is responsible for refunding this excess deduction to you.)

To obtain an Employee Application for Refund, write the Alaska Department of Labor and Workforce Development, P.O. Box 115509, Juneau, AK 99811-5509 or email Tax at: esd.tax@alaska.gov or download the form at:

labor.alaska.gov/estax/forms/toc_forms.htm.



& WORKFORCE DEVELOPMENT

by law to post this notice. Form 07-1012 (Rev. 1/18)

Alaska employers are required

We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7.25 PER HOUR

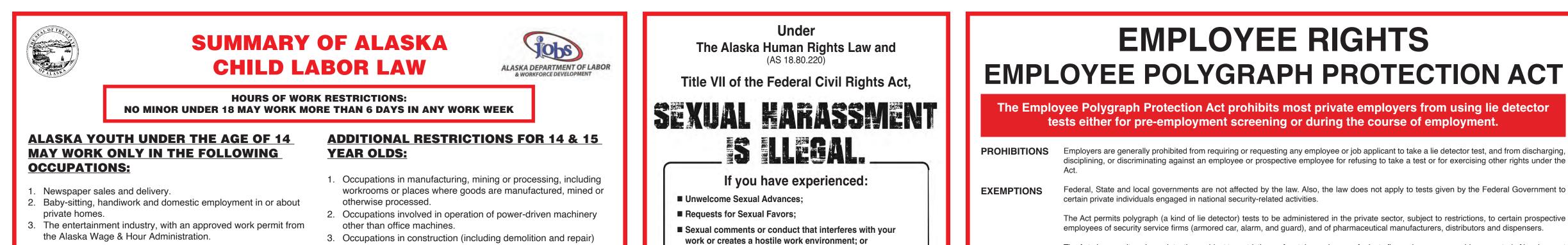
The law requires employers to display this poster where employees can readily see it. **OVERTIME PAY** At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

- 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.
- 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 TIP CREDIT 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.
- **PUMP AT WORK** The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must 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 penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

- ADDITIONAL · Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements INFORMATION
 - 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





Vour employer has made decisions about your job based

on whether you accepted or rejected sexual advances,

You may be the victim of sexual harassment.

If you believe you may have been sexually harassed, contact the

Alaska Human Rights Commission. Statutes of limitation apply.

Retaliation for Complaining About Sexual Harassment is UNLAWFUL.

It is illegal for your employer to fire you or to take other actions against

you because you report or oppose sexual harassment.

Alaska State Commission for Human Rights 800 A Street, Suite 204, Anchorage, AK 99501

Toll Free: 800-478-4692

In Anchorage: 274-4692

https://humanrights.alaska.gov/

comments, or conduct,

Ref.: AS 18.80.22

14 & 15 YEAR OLDS:

- WHEN SCHOOL IS IN SESSION. Hours will be limited to a total of nine hours of school attendance plus employment in any one day; work will be performed only between the hours of 5 a.m. and 9 p.m. and total hours worked will be limited to 23 in any week.
- **DURING SCHOOL VACATIONS.**
- Work hours will be limited to 40 hours per week between the hours of 5 a.m. and 9 p.m.

MINORS 17 AND UNDER CANNOT BE **EMPLOYED IN:**

- 1. Occupations in manufacturing, handling or use of explosives. 2. Occupations of motor vehicle driver or helper (some limited
- restrictions). Mining operations including coal.
- 4. Logging or occupations in the operations of any sawmill, lathe mill, shingle mill or cooperage.
- 5. Operation of power-driven woodworking machines.
- 6. Occupations with exposure to radioactive substances and to ionizing radiation.
- 7. Operation of elevators or other power-driven hoisting apparatus. 8. Operation of power-driven metal forming, punching and shearing
- machines. 9. Occupations involving slaughtering, meat packing, processing or
- rendering.
- 10. Occupations involved in the operation and cleaning of powerdriven bakery machines.
- 11. Occupations involved in the operation of power-driven paper products machines.
- 12. Occupations involved in the manufacture of brick, tile and kindred products.
- 13. Occupations involved in the operation and cleaning of circular saws, band saws, and guillotine shears.
- 14. Occupations involved in wrecking, demolition and shipwrecking operations.
- 15. Occupations involved in roofing operations.
- 16. Occupations involved with excavation operations. 17. Electrical work with voltages exceeding 220, or outside erection
- or repair and meter testing including telegraph and telephone lines. 18. Occupations involving exposure to bloodborne pathogens.
- 19. Occupations involved in canvassing, peddling, solicitation of door-to-door contributions, or acting as an outside salesman.
- Rev 2/2018

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FEDERAL STATUTES ARE IN SOME CASES STRICTER THAN STATE STATUTES

FOR FEDERAL INFORMATION, CONTACT THE U.S. DEPARTMENT OF LABOR AT 1-866-487-9243

except office work.

- 4. Any work in an establishment that serves alcoholic beverages. 5. Public messenger service.
- 6. Occupations in or about canneries, except office work.
- 7. Work performed in or about boilers, engine rooms and retorts. 8. Work involved with maintenance or repair of the establishment's
- machines or equipment.
- 9. Occupations that involve working from windowsills, ladders, scaffolds or their substitutes.
- 10. Occupations handling or operation of power-driven food slicers, grinders, choppers, cutters and bakery type mixers.
- 11. Work in freezers, meat coolers, or preparation of meat for sale.
- 12. Loading/unloading to or from trucks, railroad cars or conveyers.
- 13. Occupations in warehouses and storage except office and clerical work.
- 14. Occupations involving use of sharpened tools.
- 15. Occupations in transportation of persons or property except office or sales work.

BREAKS:

- A minor under 18 years of age who is scheduled to work six consecutive hours is entitled to a 30-minute break during the workday.
- A minor under 18 who works five consecutive hours is entitled to a 30-minute break before continuing to work.

ALCOHOL:

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

TOBACCO & PULL-TABS:

AS 11.76.106 restricts access to areas where tobacco and tobacco products are sold. Minors under 19 may not sell tobacco or tobacco products in the course of their employment. 15 AAC 160.480 (b) prohibits the sale of pull-tabs by anyone under the age of 21.

MARIJUANA & CANNABIS INDUSTRY:

AS 17.38.070 restricts the employment of persons under the age of 21 from working in any and all branches of the cannabis/ marijuana industry, including but not limited to planting, cultivating, harvesting, processing, packaging, transporting or selling.

FOR FURTHER INFORMATION CONTACT: ALASKA WAGE AND HOUR ADMINISTRATION

1251 Muldoon Road, Suite 113 1111 W. 8th Street, Suite 302 Anchorage, AK 99504 Juneau, AK 99802-1149 Fairbanks, AK 99701 (907) 269-4900 (907) 465-4842 (907) 451-2886

FEDERAI LABOR LAW

EMERGENCY

CITATION:

ACTIVITY:

MORE

What Employment Practices can be

Challenged as Discriminatory?

EMPLOYERS HOLDING FEDERAL

CONTRACTS OR SUBCONTRACTS

INFORMATION

DOCTOR **AMBULANCE**

- 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.
- Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees **EXAMINEE** 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 RIGHTS to have test results disclosed to unauthorized persons.
- The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants ENFORCEMENT may also bring their own court actions.

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



SAFETY AND HEALTH PROTECTION ON THE JOB

ALASKA LAW AS 18.60.010 to .105 - provides safety and health protection for workers through promotion of safe and healthful working conditions throughout the State. Requirements of the law include the following

- EMPLOYERS: Each employer shall furnish to each of his employees, employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to his employees; and shall comply with occupational safety and health standards issued under the law.
- EMPLOYEES: Each employee shall comply with all occupational safety and health standards, rules, regulations and orders issued under the law that apply to his own actions and conduct on the job.
 - The Alaska Department of Labor and Workforce Development has the primary responsibility for administering the law. It issues occupational safety and health standards, and its Compliance Officers conduct job site inspections to ensure compliance with the law
- INSPECTION The law requires that a representative of the employer and a representative authorized by the employees be given an opportunity to accompany the Compliance Officer for the purpose of aiding the inspection. Pursuant to AS 18.60.087, time spent by an employee aiding the inspection shall be considered as time worked, and the employee shall be compensated accordingly.
 - Where there is no authorized employee representative, the Compliance Officer must consult with a reasonable number of employees concerning safety and health conditions in the workplace
- COMPLIANCE Employees or their representatives have the right to file a complaint in writing with the nearest Alaska Department of Labor and Workforce Development office requesting an inspection if COMPLAINT: they believe unsafe or unhealthful conditions exist in their workplace. Their names will be withheld upon request

Employees and their representatives have a right to call an inspector's attention to possible violations in writing or orally

The law provides that employees may not be discharged or discriminated against in any way for filing safety and health complaints or otherwise exercising their rights under the law

- DISCRIMINATION Pursuant to AS 18.60.089, an employee may not be discharged or discriminated against because they filed a complaint, instituted, or caused to be instituted a proceeding related to the COMPLAINT: enforcement of occupational safety and health standards, or has testified or is expected to testify in a proceeding relating to occupational safety and health. An employee who believes they have been discriminated against may file a complaint with the nearest OSHA and/or Alaska Occupational Safety and Health office within 30 days of the alleged discrimination
 - If upon inspection, the Compliance Officer believes an employer has violated the law, a citation alleging such violations will be issued to the employer. Each citation will specify a time period within which the alleged violation must be corrected
 - The citation must be prominently displayed at or near the place of alleged violation for five days, or until it is corrected, whichever is later, to warn employees of dangers that may exist there.
- PROPOSED The law provides for mandatory penalties against employers of up to \$15,625.00 for each serious violation and for optional penalties of up to \$15,625.00 for other violations. Penalties of PENALTY: up to \$15,625.00 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the law may be assessed penalties of up to \$156,259,00 for each violation. Current penalty supplements may be found here: https://labor.alaska.gov/lss/program directives.htm.

Criminal penalties are also provided for in the law. Any willful violation resulting in death of an employee upon conviction is punishable by a fine not more than \$10,000 or by imprisonment for not more than 6 months, or by both. Conviction of an employer after a first conviction doubles these maximum penalties

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

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

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

- Additional information and copies of the law, specific safety and health standards, and other regulations may be obtained from the Alaska Department of Labor and Workforce Development, INFORMATION Division of Labor Standards & Safety, Alaska Occupational Safety and Health at the addresses shown at the bottom of this page
- PROGRAM Under a plan approved July 31, 1973, by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), the State of Alaska is providing job safety and health COMPLAINT: protection for workers throughout the State. OSHA will monitor the operation of this plan to assure that continued approval is merited. Any person may make a complaint regarding the State administration of this plan directly to the U.S. Department of Labor, OSHA, Region X, 300 Fifth Avenue, Suite 1280, Seattle, WA 98104, Phone (206) 757-6700.

Summary of Alaska Wage and Hour Act

Effective January 1, 2024, the Alaska minimum wage shall be \$11.73 per hour.

- 675 7th Avenue, Station J-1

IT'S YOUR RIGHT TO KNOW HOSPITAL About toxic and hazardous substances and physical agents Alaska Statute 23.10.050 – 23.10.150 establishes minimum wage and overtime pay standards for employment subject to its provisions. These standards are generally applicable to all employees. School bus drivers, however, shall receive at least two times the Alaska minimum wage. Other exceptions to the minimum wage requirement follow. POLICE AS 18.60.068 requires this information be displayed in a prominent place on business premises. Alaska minimum wage and overtime requirements do not apply to any individual employed as follows: Employers must inform employees about the locations and nature of operations, which could result in exposure to toxic or hazardous substances or physical agents. A student participating in a University of Alaska practicum ♦ In agriculture; FIRE DEPT. Employers must train employees in the health effects of the toxic or hazardous substances and physical agents to which they are exposed and in the purpose, proper use, and limitations • In the taking of aquatic life; or the hand picking of shrimp; described under AS 14.40.065; of personal protective equipment • A person licensed under AS 08.54 and who is employed by a • In domestic service (including babysitting) in or about a private Employers must keep on file and make available during the work-shift, Safety Data Sheets (SDS) for each toxic or hazardous substance or physical agent to which employees may be registered guide or master guide licensed under AS 08.54 for the home: exposed. Employers must remove employees from exposure to the substance or physical agent if an SDS cannot be obtained and provided to employees within 15 calendar days of OTHER first 60 workdays so employed during a calendar year; • By U.S., state or local governments (i.e., political subdivisions); • In voluntary service in the nonprofit activities of a religious, • An independent taxicab driver who establishes the driving area The Alaska Department of Labor and Workforce Development will provide assistance to employers in the form of SDS program development aids, on-site program review, and safety and hours, who contracts on a flat rate basis for use of the cab, charitable, cemetery, educational or other nonprofit organization seminars All fatalities or injuries resulting in hospitalization must be reported permit or dispatch services, and who is compensated solely by the which are related only to the organization's nonprofit activities; immediately (within 8 hours) to the Alaska Department of Labor and Workforce customers served: • In a bona fide executive, professional or administrative capacity as Development, Division of Labor Standards and Safety at 1-800-770-4940 or to For more information, employees, employees and concerned citizens may contact the Alaska Department of Labor and Workforce Development. • Solely as a watchman or caretaker on a premises out of operation defined in regulations of the Commissioner of Labor and the OSHA 24-hour hot line at 1-800-321-6742 (AS 18.60.058(a)) Labor Standards and Safety Division, Occupational Safety and Health, http://labor.alaska.gov/lss/oshhome.htm. for longer than four months; Workforce Development and in the FLSA; or in certain computer • In delivery of newspapers to the consumer; occupations, or as an outside salesman, or as any salesman ◆ Consultation & Training 1-800-656-4972 ◆ Enforcement 1-800-770-4940 ◆ 24-hour OSHA hotline 1-800-321-6742 1251 Muldoon Road, 1111 W. 8th Street, Suite 304 675 Seventh Avenue, working on a straight commission basis; • In the search for placer or hard rock minerals; P. O. Box 111149 Suite 109 Station J1 • Youth under age 18 employed part-time for not more than 30 • An individual engaged in activities for a nonprofit religious, 1251 Muldoon Road, Suite 109 1111 West 8th Street, Suite 304 675 7th Avenue. Station J Juneau, AK 99811-1149 Anchorage, AK 99504 Fairbanks, AK 99701-4596 charitable, civic, cemetery, recreational or educational hours in any week; P.O. Box 111149 Anchorage, AK 99504 Fairbanks, AK 99701-4596 Phone: (907) 269-4940 Phone: (907) 465-4855 Phone (907) 451-2890 Juneau. AK 99811-1149 (907) 269-4940 (907) 451-2890 organization where the employer-employee relationship does not, • An individual who is employed by a motor vehicle dealer and STATE OF ALASKA (907) 465-4855 Or whose primary duty is to (a) receive, analyze or reference requests in fact, exist, and where services rendered to the organization (907) 451-2888 LABOR STANDARDS & SAFETY under a work activity requirement of AS 47.27 (Alaska temporary for service, repair or analysis of motor vehicles; (b) arrange Alaska Occupational Safety and Health assistance program): financing for the sale of motor vehicles and related products and Rev 2/2018 services that are part of the sale; or (c) solicit, sell, lease or • By a nonprofit educational or child care facility to serve in place of AS 18.60.058 (a) requires that employers must notify either AKOSH or OSHA within eight hours exchange motor vehicles; a parent of children in residence if the employment requires of an in-patient hospitalization, loss of an eye, amputation, or fatality ALASKA DEPARTMENT OF LABOR residence at the facility and is compensated on a cash basis • An individual who provides emergency medical services only on a AKOSH 1-800-770-4940 or 24-hour OSHA hotline 1-800-321-6742 Rev. June 2022 exclusive of room and board at an annual rate of not less than & WORKFORCE DEVELOPMEN voluntary basis; serves with a full-time fire department only on a \$10,000 for an unmarried person; or \$15,000 for a married couple. voluntary basis; or provides ski patrol services on a voluntary basis: **Overtime Hours** The standard workweek shall not exceed 40 hours per week or eight hours per day. Should an employer find it necessary to employ an employee in excess of these standards, overtime hours shall be compensated at the rate of one and one-half times the regular rate of pay. **PAY DAY NOTICE** Know Your Rights: Workplace Discrimination is Illegal Compensation at the overtime rate is not required in the following cases: PAY DAY IS ON: • By an employer who employs three or fewer people in the regular • An employee of a small mining operation where not more than 12 people are employed, as long as the individual is not employed in course of business; □ MONDAY □ FRIDAY An individual employed in handling, packing, storing, excess of 12 hours per day or 56 hours per week during a period of □ SATURDAY TUESDAY company with a Federal contract or subcontract, you are Federal contractors under these Federal laws The U.S. Equal Employment Opportunity not more than 14 workweeks in the aggregate in any calendar year Assignmen pasteurizing, drying, canning, or preparing in their raw or natural tected under Federal law from discrimination on the Commission (EEOC) enforces Federal laws that · Pay (unequal wages or compensation) □ SUNDAY WEDNESDAY state agricultural or horticultural commodities for market, or in during the mining season; · Failure to provide reasonable accommodation for a Any person who believes a contractor has violated protect you from discrimination in employment following bases: disability; pregnancy, childbirth, or related medical crimination or affirmative action obligations under □ THURSDAY making cheese, butter or other dairy products; • An employee employed in connection with publication of a If you believe you've been discriminated against OFCCP's authorities should contact immediately at work or in applying for a job, the EEOC may be condition; or a sincerely-held religious belief, observance Race, Color, Religion, Sex, weekly, semiweekly or daily newspaper with a circulation of less ♦ Agricultural employees; or practice able to help. Sexual Orientation, Gender Identity, The Office of Federal Contract Compliance Programs Benefits **PAY SCHEDULE IS:** • An employee employed as a seamen; than 1000; National Origin Job training (OFCCP) ♦ Casual employees as defined by regulations of the Commissioner Who is Protected? □ SEMI MONTHLY • Workers engaged in planting or tending trees, cruising, surveying, U WEEKLY Classification U.S. Department of Labor Executive Order 11246, as amended, prohibits 200 Constitution Avenue, N.W. Referral of Labor and Workforce Development; bucking or felling timber, preparing or transporting logs or other Employees (current and former), including managers BIWEEKLY MONTHLY Obtaining or disclosing genetic information employment discrimination by Federal contractors based Washington, D.C. 20210 • A line haul truck driver for a trip exceeding 100 road miles one on race, color, religion, sex, sexual orientation, gender forestry products to the mill, processing plant, railroad or other and temporary employees of employees 1-800-397-6251 (toll-free) Requesting or disclosing medical information identity, or national origin, and requires affirmative Job applicants transportation terminal if the total number of employees in such way if the driver's pay includes overtime pay for work in excess of action to ensure equality of opportunity in all aspects of · Union members and applicants for membership If you are deaf, hard of hearing, or have a speech of employees 40 hours per week or eight hours per day, and if the rate of pay is disability, please dial 7-1-1 to access telecommuni lumber operations does not exceed 12; Conduct that might reasonably discourage someone in a union employment. relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk from opposing discrimination, filing a charge, or • An individual employed as an outside buyer of poultry, eggs, comparable to the minimum wage; **PAYCHECKS ARE ISSUED ON THE:** participating in an investigation or proceeding Asking About, Disclosing, or What Organizations are Covered? • Work performed by an employee under a voluntary written at https://ofccphelpdesk.dol.gov/s/, or by calling an cream or milk in their raw or natural state; Conduct that coerces, intimidates, threatens, or interfe Discussing Pay OF THE MONTH AND with someone exercising their rights, or someone OFCCP regional or district office, listed in most telephone agreement addressing the trading of work shifts among employees, Most private employers • Hospital employees whose duties include the provision of medical assisting or encouraging someone else to exercise directories under U.S. Government, Department of Labo State and local governments (as employers)
Educational institutions (as employers) Executive Order 11246, as amended, protects applicants if employed by an air carrier subject to subchapter II of the rights, regarding disability discrimination (including accommodation) or pregnancy accommodation services; and on OFCCP's "Contact Us" webpage at and employees of Federal contractors from discrimination AT: https://www.dol.gov/agencies/ofccp/contact Railway Labor Act (45 U.S.C.181-188), including employment as Unions based on inquiring about, disclosing, or discussing the • An employee under a flexible work hour plan which is included as Staffing agencies compensation or the compensation of other applicants or a customer service representative, subject to certain provisions part of a collective bargaining agreement; What can You Do if You Believe PROGRAMS OR ACTIVITIES TIME: employees (see AS 23.10.060(d)(18)); • An employee under a voluntary flexible work plan if the employee What Types of Employment Discrimination Discrimination has Occurred? **RECEIVING FEDERAL FINANCIAL** Disability • Work performed by a flight crew member employed by an air are Illegal? ASSISTANCE and employer have signed a written agreement which has been Contact the EEOC promptly if you suspect discrimination carrier subject to 45 U.S.C. 181-188 (subchapter II of the Railway approved by the Department (Overtime rates must be paid for Do not delay, because there are strict time limits for filing Section 503 of the Rehabilitation Act of 1973, as Under the EEOC's laws, an employer may not discriminate amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, Race, Color, National Origin, Sex a charge of discrimination (180 or 300 days, depending on Labor Act); against you, regardless of your immigration status, on the work over 40 hours a week and over the hours specified on the where you live/work). You can reach the EEOC in any of bases of: • A switchboard operator employed in a public telephone exchange flexible work hour plan not included in a collective bargaining the following ways: fringe benefits, job training, classification, referral, and Attention In addition to the protections of Title VII of the Civil Rights other aspects of employment by Federal contractors. that has fewer than 750 stations; Race Act of 1964, as amended. Title VI of the Civil Rights Act o agreement): Submit an inquiry through the EEOC's public portal: Color Disability discrimination includes not making reasonal 1964, as amended, prohibits discrimination on the basis • An employee in otherwise exempted employment or a proprietor • A community health aide employed by a local or regional health Religion https://publicportal.eeoc.gov/Portal/Login. accommodation to the known physical or mental of race, color or national origin in programs or activities in a retail or service establishment engaged in handling <u>aspx</u> imitations of an otherwise qualified individual with a receiving Federal financial assistance. Employment organization as those terms are defined in AS 18.28.100; National origin Sex (including pregnancy, childbirth, and related medical disability who is an applicant or employee, barring undue mination is covered by Title VI if the primary objective telegraphic, telephone or radio messages under an agency or 1-800-669-4000 (toll free) **Alaska Employers** • Work performed by certain flat-rate mechanics primarily engaged Call hardship to the employer. Section 503 also requires that conditions, sexual orientation, or gender identity) of the financial assistance is provision of employment, contract arrangement with a telegraph or communications 1-800-669-6820 (TTY) Federal contractors take affirmative action to employ or where employment discrimination causes or may Age (40 and older) in servicing automobiles, light trucks, and motor homes, subject to 1-844-234-5122 (ASL video phone) and advance in employment qualified individuals with cause discrimination in providing services under such Disability company where the telegraph message or communications revenue certain and specific provisions (see AS 23.10.060(d)(17)); disabilities at all levels of employment, including the programs. Title IX of the Education Amendments of 1972 Genetic information (including employer requests for, an EEOC field office (information at of the agency does not exceed \$500/month. Visit or purchase, use, or disclosure of genetic tests, genetic executive level. prohibits employment discrimination on the basis of sex i **Re: Workers' Compensation poster** www.eeoc.gov/field-office) educational programs or activities which receive Federal services, or family medical history) NOTE: This is not a complete list of exemptions to minimum wage and overtime provisions. Refer to AS 23.10.055 and AS 23.10.060. The above text is Retaliation for filing a charge, reasonably opposing **Protected Veteran Status** financial assistance E-Mail info@eeoc.gov discrimination, or participating in a discrimination lawsuit, intended for informational purposes only and is not to be construed as having the effect of law. nvestigation, or proceeding Individuals with Disabilities The Vietnam Era Veterans' Readjustment Assistance In order to be in complete compliance with the posting requirement Additional information about the EEOC, Interference, coercion, or threats related to exercising Act of 1974, as amended, 38 U.S.C. 4212, prohibits rights regarding disability discrimination or pregnancy including information about filing a charge Inquiries should be made to: Wage and Hour, Alaska Department of Labor and Workforce Development, 1251 Muldoon Road, Suite 113, Anchorage, AK Section 504 of the Rehabilitation Act of 1973, as employment discrimination against, and requires of discrimination, is available at firmative action to recruit, employ, and advance in amended, prohibits employment discrimination on the of the State of Alaska, employers are required to post the Workers' 99504 Phone: (907) 269-4900 Email: statewide.wagehour@alaska.gov www.eeoc.gov. mployment, disabled veterans, recently separated basis of disability in any program or activity which receive

Recordkeeping

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

Revised December 2023Post in a Prominent Placecarrier.Ref.: AS 23.10.105Carrier.	This can ONLY be obtained by calling your workers' compensation		All aspects of employment, including: Discharge, firing, or lay-off 	The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the	Retaliation	perform the essential functions of the job.
			 Harassment (including unwelcome verbal or physical conduct) Hiring or promotion 		complaint of discrimination, participates in an OFCCP	

Compensation notice entitled, "Employer's Notice of Insurance."





Federal financial assistance. Discrimination is prohibited in

all aspects of employment against persons with disabilities

who, with or without reasonable accommodation, can

veterans (i.e., within three years of discharge or release

veterans, or Armed Forces service medal veterans.

from active duty), active duty wartime or campaign badge