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

physical health condition, and

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

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

Certain qualifying 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 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

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

leave intermittently in separate blocks of time, or on a reduced

schedule by working less hours each day or week. Read Fact Sheet

## Am I eligible to take FMLA leave?

You are an eligible employee if all of the following apply:

**OCCUPATIONS:** 

1. Newspaper sales and delivery.

14 & 15 YEAR OLDS:

**DURING SCHOOL VACATIONS.** 

hours of 5 a.m. and 9 p.m.

3. Mining operations including coal.

mill, shingle mill or cooperage.

**EMPLOYED IN:** 

ionizing radiation.

driven bakery machines.

products machines.

kindred products.

lines.

Rev 2/2018

restrictions).

week.

the Alaska Wage & Hour Administration.

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

Title II of the FMLA, administered by the Office of Personnel

Follow your employer's normal policies for requesting leave.

You do not have to share a medical diagnosis but must provide

enough information to your employer so they can determine whether

the leave qualifies for FMLA protection. You must also inform your

employer if FMLA leave was previously taken or approved for the

Your employer may request certification from a health care provided

to verify medical leave and may request certification of a qualifying

bargaining agreement that provides greater family or medical leave

State employees may be subject to certain limitations in pursuit of

by the law but are subject to the jurisdiction of the U.S. Office of

direct lawsuits regarding leave for their own serious health conditions

Most federal and certain congressional employees are also covered

**SUMMARY OF ALASKA** 

**CHILD LABOR LAW** 

**HOURS OF WORK RESTRICTIONS:** 

NO MINOR UNDER 18 MAY WORK MORE THAN 6 DAYS IN ANY WORK WEEK

**YEAR OLDS:** 

otherwise processed.

except office work.

5. Public messenger service.

machines or equipment.

clerical work.

**BREAKS:** 

workday.

**ALCOHOL:** 

office or sales work.

scaffolds or their substitutes.

other than office machines.

The FMLA does not affect any federal or state law prohibiting

discrimination or supersede any state or local law or collective

· 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

How do I request FMLA leave?

Generally, to request FMLA leave you must:

same reason when requesting additional leave.

Personnel Management or Congress.

- If you are eligible for FMLA leave, your employer must: You work for a **covered employer** if **one** of the following applies: Allow you to take job-protected time off work for a qualifying You work for a private employer that had at least 50 employees
- during at least 20 workweeks in the current or previous calendar Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and You work for an elementary or public or private secondary school, Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including You work for a public agency, such as a local, state or federal shift and location, at the end of your leave government agency. Most federal employees are covered by
  - or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation After becoming aware that your need for leave is for a reason that

Your employer cannot interfere with your FMLA rights or threater

What does my employer need to do?

- may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in
- About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-protected

### Where can I find more information? Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

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



**ADDITIONAL RESTRICTIONS FOR 14 & 15** 

1. Occupations in manufacturing, mining or processing, including

2. Occupations involved in operation of power-driven machinery

3. Occupations in construction (including demolition and repair)

4. Any work in an establishment that serves alcoholic beverages.

7. Work performed in or about boilers, engine rooms and retorts.

9. Occupations that involve working from windowsills, ladders,

grinders, choppers, cutters and bakery type mixers.

8. Work involved with maintenance or repair of the establishment's

10. Occupations handling or operation of power-driven food slicers,

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

15. Occupations in transportation of persons or property except

A minor under 18 years of age who is scheduled to work six

consecutive hours is entitled to a 30-minute break during the

A minor under 18 who works five consecutive hours is entitled to

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

AS 11.76.106 restricts access to areas where tobacco and

tobacco or tobacco products in the course of their employment.

15 AAC 160.480 (b) prohibits the sale of pull-tabs by anyone

AS 17.38.070 restricts the employment of persons under the

cultivating, harvesting, processing, packaging, transporting or

age of 21 from working in any and all branches of the cannabis/

tobacco products are sold. Minors under 19 may not sell

**MARIJUANA & CANNABIS INDUSTRY:** 

marijuana industry, including but not limited to planting,

14. Occupations involving use of sharpened tools.

a 30-minute break before continuing to work.

also have an approved work permit.

**TOBACCO & PULL-TABS:** 

6. Occupations in or about canneries, except office work.

workrooms or places where goods are manufactured, mined or



ALASKA DEPARTMENT OF LABOR

lef.: 29 CFR §825.300

**ALASKA YOUTH UNDER THE AGE OF 14** 

2. Baby-sitting, handiwork and domestic employment in or about

3. The entertainment industry, with an approved work permit from

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

Work hours will be limited to 40 hours per week between the

<u>MINORS 17 AND UNDER CANNOT BE</u>

Occupations in manufacturing, handling or use of explosives.

4. Logging or occupations in the operations of any sawmill, lathe

6. Occupations with exposure to radioactive substances and to

7. Operation of elevators or other power-driven hoisting apparatus. 8. Operation of power-driven metal forming, punching and shearing

9. Occupations involving slaughtering, meat packing, processing or

10. Occupations involved in the operation and cleaning of power-

11. Occupations involved in the operation of power-driven paper

12. Occupations involved in the manufacture of brick, tile and

saws, band saws, and guillotine shears.

15. Occupations involved in roofing operations.

16. Occupations involved with excavation operations.

13. Occupations involved in the operation and cleaning of circular

14. Occupations involved in wrecking, demolition and shipwrecking

17. Electrical work with voltages exceeding 220, or outside erection or repair and meter testing including telegraph and telephone

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.

5. Operation of power-driven woodworking machines.

2. Occupations of motor vehicle driver or helper (some limited

MAY WORK ONLY IN THE FOLLOWING

## WH1420 REV 04/23

## Under

aska's Unemployment Insurance Program is 100 percent funded by U.S. Department of Labor through a grant award totaling \$25,815,406. We are an equal opportunity employer/progran

Title VII of the Federal Civil Rights Act,

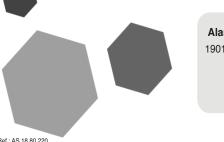
# SEXUAL HARASSMENT

## If you have experienced:

- Unwelcome Sexual Advances;
- Sexual comments or conduct that interferes with your
- work or creates a hostile work environment; or
- on whether you accepted or rejected sexual advances, comments, or conduct,

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 Toll Free: 800-478-4692 In Anchorage: 274-4692 https://humanrights.alaska.gov/

# The Alaska Human Rights Law and

Notice to Employees

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.

You and your employer both pay your UI premiums (taxes). You pay about 27 percent and your

more than you paid into the program for the year. Your employer may withhold from your earnings the

employer pays 73 percent. Generally speaking, if you receive one week of UI benefits, you receive as much or

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 vears' 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/fag/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

To file for UI by telephone and for all other UI assistance, contact your local UI claim center. The phone

The toll-free telephone number to connect to Alaska Relay is (800) 770-8973 or voice (800) 770-8255.

You may be entitled to a refund of excess employee contributions to the UI Trust Fund if you had two

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

or more employers in a calendar year, your withholdings exceeded the maximum annual employee tax and

Juneau/outside Alaska:

All other areas in Alaska:

(888) 252-2557

Form 07-1012 (Rev. 12/24)

ALASKA DEPARTMENT OF LABOR

To file a **NEW** claim or **REOPEN** an existing Alaska claim for UI benefits on the Internet, go to

numbers are listed below. If you do not reside in one of the cities below, use the toll free number.

by any one employer, your employer is responsible for refunding this excess deduction to vou.)

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

To obtain an Employee Application for Refund, write the Alaska Department of Labor and Workforce

labor.alaska.gov and click on "File Unemployment Benefits Online.

UI helps to reduce the family and community problems caused by layoffs or a lack of jobs.

not immediately be eligible for benefits.

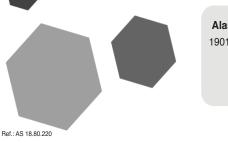
As an employee of this company, you are covered by Unemployment Insurance (UI). The UI program is administered by the Division of Employment and Training

Services of the Alaska Department of Labor and Workforce Development

# SILLEGAL

- Requests for Sexual Favors;
- Your employer has made decisions about your job based

You may be the victim of sexual harassment. If you believe you may have been sexually harassed, contact the



1901 Bragaw St, Suite 300, Anchorage, AK 99508

# LABOR LAW

## 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

### ALASKA WAGE AND HOUR ADMINISTRATION 1251 Muldoon Road, Suite 113 1111 W. 8th Street, Suite 302 675 7th Avenue, Station J-1

selling.

under the age of 21.

Anchorage, AK 99504 (907) 269-4900

Juneau, AK 99802-1149 (907) 465-4842

FOR FURTHER INFORMATION CONTACT:

## Fairbanks, AK 99701 (907) 451-2886

## Summary of Alaska Wage and Hour Act Effective January 1, 2025, the Alaska minimum wage shall be \$11.91 per hour.

Alaska Statute 23.10.050 - 23.10.150 establishes minimum wage and overtime pay standards for employment subject to its provisions. These standards are

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

generally applicable to all employees. School bus drivers, however, shall receive at least two times the Alaska minimum wage. Other exceptions to the

- ♦ A student participating in a University of Alaska practicum • In the taking of aquatic life; or the hand picking of shrimp; described under AS 14.40.065; ♦ A person licensed under AS 08.54 and who is employed by a
- ♦ By U.S., state or local governments (i.e., political subdivisions); ♦ In voluntary service in the nonprofit activities of a religious,

minimum wage requirement follow.

charitable, cemetery, educational or other nonprofit organization which are related only to the organization's nonprofit activities; • In a bona fide executive, professional or administrative capacity as defined in regulations of the Commissioner of Labor and

♦ In domestic service (including babysitting) in or about a private

- Workforce Development and in the FLSA; or in certain computer occupations, or as an outside salesman, or as any salesman working on a straight commission basis; ♦ Youth under age 18 employed part-time for not more than 30
- hours in any week: ♦ An individual who is employed by a motor vehicle dealer and whose primary duty is to (a) receive, analyze or reference requests for service, repair or analysis of motor vehicles; (b) arrange financing for the sale of motor vehicles and related products and

services that are part of the sale; or (c) solicit, sell, lease or

- exchange motor vehicles; • An individual who provides emergency medical services only on a voluntary basis; serves with a full-time fire department only on a voluntary basis; or provides ski patrol services on a voluntary
- ♦ An independent taxicab driver who establishes the driving area and hours, who contracts on a flat rate basis for use of the cab,

registered guide or master guide licensed under AS 08.54 for the

permit or dispatch services, and who is compensated solely by the ♦ Solely as a watchman or caretaker on a premises out of operation

first 60 workdays so employed during a calendar year;

- for longer than four months; • In delivery of newspapers to the consumer;
- In the search for placer or hard rock minerals;
- ♦ An individual engaged in activities for a nonprofit religious,
- charitable, civic, cemetery, recreational or educational organization where the employer-employee relationship does not, in fact, exist, and where services rendered to the organization under a work activity requirement of AS 47.27 (Alaska temporary assistance program); ♦ By a nonprofit educational or child care facility to serve in place of
- a parent of children in residence if the employment requires residence at the facility and is compensated on a cash basis exclusive of room and board at an annual rate of not less than \$10,000 for an unmarried person; or \$15,000 for a married couple.

## **Overtime Hours**

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

## Compensation at the overtime rate is not required in the following cases: • By an employer who employs three or fewer people in the regular

- course of business; ♦ An individual employed in handling, packing, storing, pasteurizing, drying, canning, or preparing in their raw or natural state agricultural or horticultural commodities for market, or in making cheese, butter or other dairy products; ♦ Agricultural employees;
- ♦ An employee employed as a seamen; ♦ Workers engaged in planting or tending trees, cruising, surveying, bucking or felling timber, preparing or transporting logs or other
- forestry products to the mill, processing plant, railroad or other transportation terminal if the total number of employees in such lumber operations does not exceed 12; ♦ An individual employed as an outside buyer of poultry, eggs, cream or milk in their raw or natural state;
- ♦ Hospital employees whose duties include the provision of medical ♦ An employee under a flexible work hour plan which is included as
- part of a collective bargaining agreement; ♦ An employee under a voluntary flexible work plan if the employee
- and employer have signed a written agreement which has been approved by the Department (Overtime rates must be paid for work over 40 hours a week and over the hours specified on the

flexible work hour plan not included in a collective bargaining

♦ A community health aide employed by a local or regional health organization as those terms are defined in AS 18.28.100; ♦ Work performed by certain flat-rate mechanics primarily engaged in servicing automobiles, light trucks, and motor homes, subject to

certain and specific provisions (see AS 23.10.060(d)(17));

people are employed, as long as the individual is not employed in excess of 12 hours per day or 56 hours per week during a period of not more than 14 workweeks in the aggregate in any calendar year during the mining season; ♦ An employee employed in connection with publication of a weekly, semiweekly or daily newspaper with a circulation of less

♦ An employee of a small mining operation where not more than 12

- ♦ Casual employees as defined by regulations of the Commissioner of Labor and Workforce Development;
- ♦ A line haul truck driver for a trip exceeding 100 road miles one way if the driver's pay includes overtime pay for work in excess of
- 40 hours per week or eight hours per day, and if the rate of pay is comparable to the minimum wage; ♦ Work performed by an employee under a voluntary written agreement addressing the trading of work shifts among employees, if employed by an air carrier subject to subchapter II of the
- a customer service representative, subject to certain provisions (see AS 23.10.060(d)(18)); ♦ Work performed by a flight crew member employed by an air carrier subject to 45 U.S.C. 181-188 (subchapter II of the Railway

Railway Labor Act (45 U.S.C.181-188), including employment as

♦ A switchboard operator employed in a public telephone exchange that has fewer than 750 stations;

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

♦ An employee in otherwise exempted employment or a proprietor in a retail or service establishment engaged in handling telegraphic, telephone or radio messages under an agency or contract arrangement with a telegraph or communications company where the telegraph message or communications revenue

NOTE: This is not a complete list of exemptions to minimum wage and overtime provisions. Refer to AS 23.10.055 and AS 23.10.060. The above text is intended for informational purposes only and is not to be construed as having the effect of law. Inquiries should be made to: Wage and Hour Administration, Alaska Department of Labor and Workforce Development, 1251 Muldoon Road, Suite 113,

Anchorage, AK 99504 Phone: (907) 269-4909 Email: statewide.wagehour@alaska.gov Recordkeeping

## Post in a Prominent Place

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 November 2024 Ref.: AS 23.10.105

83702

012025

## **EMERGENCY** INFORMATION

DOCTOR

POLICE

FIRE DEPT.

All fatalities or injuries resulting in hospitalization must be reported

1111 W. 8th Street, Suite 304 P. O. Box 111149 Juneau, AK 99811-1149 Phone: (907) 465-4855



**AMBULANCE** 

HOSPITAL

1251 Muldoon Road, 675 Seventh Avenue, Station J1 Fairbanks, AK 99701-4596

ALASKA DEPARTMENT OF LABOR

immediately (within 8 hours) to the Alaska Department of Labor and Workforce Development, Division of Labor Standards and Safety at 1-800-770-4940 or to the OSHA 24-hour hot line at 1-800-321-6742 (AS 18.60.058(a))

Phone (907) 451-2890

## **PAY DAY NOTICE**

☐ FRIDAY

□ SUNDAY

□ SATURDAY

☐ MONDAY ☐ TUESDAY

**PAY DAY IS ON:** 

WEDNESDAY ☐ THURSDAY **PAY SCHEDULE IS:** 

■ SEMI MONTHLY ■ WEEKLY ☐ MONTHLY BIWEEKLY

**PAYCHECKS ARE ISSUED ON THE:** 

OF THE MONTH

## Attention

## Alaska Employers Re: Workers' Compensation poster

In order to be in complete compliance with the posting requirement

of the State of Alaska, employers are required to post the Workers'

Compensation notice entitled, "Employer's Notice of Insurance." This can ONLY be obtained by calling your workers' compensation carrier.

# **VOLUNTARY**

they believe unsafe or unhealthful conditions exist in their workplace. Their names will be withheld upon request

MORE

COMPLIANCE

CITATION:

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

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.

# IT'S YOUR RIGHT TO KNOW

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

within which the alleged violation must be corrected

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

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 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 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

Labor Standards and Safety Division, Occupational Safety and Health, http://labor.alaska.gov/lss/oshhome.htm ◆ Consultation & Training 1-800-656-4972 ◆ Enforcement 1-800-770-4940 ◆ 24-hour OSHA hotline 1-800-321-6742

1111 West 8th Street, Suite 304 1251 Muldoon Road, Suite 109 675 7th Avenue, Station J P.O. Box 111149 Anchorage, AK 99504 Fairbanks. AK 99701-4596

(907) 465-4855

The U.S. Equal Employment Opportunity

Who is Protected?

Religion

National origin

Age (40 and older)

and temporary employees

Commission (EEOC) enforces Federal laws that

If you believe you've been discriminated against

Employees (current and former), including managers

Union members and applicants for membership

What Organizations are Covered?

State and local governments (as employers)Educational institutions (as employers)

What Types of Employment Discrimination

Under the EEOC's laws, an employer may not discriminate

Sex (including pregnancy, childbirth, and related medical

conditions, sexual orientation, or gender identity)

services, or family medical history)

nvestigation, or proceeding

Genetic information (including employer requests for,

Retaliation for filing a charge, reasonably opposing

Interference, coercion, or threats related to exercising

rights regarding disability discrimination or pregnancy

What Employment Practices can be

Challenged as Discriminatory?

· Harassment (including unwelcome verbal

or physical conduct)

Hiring or promotion

or purchase, use, or disclosure of genetic tests, genetic

discrimination, or participating in a discrimination lawsuit,

at work or in applying for a job, the EEOC may be

protect you from discrimination in employment

· Pay (unequal wages or compensation)

· Failure to provide reasonable accommodation for a

disability; pregnancy, childbirth, or related medical

from opposing discrimination, filing a charge, or

with someone exercising their rights, or someone

participating in an investigation or proceeding

www.eeoc.gov/field-office)

**EMPLOYERS HOLDING FEDERAL** 

**CONTRACTS OR SUBCONTRACTS** 

The Department of Labor's Office of Federal Contract

Compliance Programs (OFCCP) enforces the

Additional information about the EEOC,

including information about filing a charge

the following ways:

E-Mail info@eeoc.gov

www.eeoc.gov.

condition; or a sincerely-held religious belief, observance

AS 18.60.058 (a) requires that employers must notify either AKOSH or OSHA within eight hours

of an in-patient hospitalization, loss of an eye, amputation, or fatality

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

(907) 451-2888

STATE OF ALASKA LABOR STANDARDS & SAFETY Alaska Occupational Safety and Health

Rev. November 2024

crimination or affirmative action obligations under

Any person who believes a contractor has violated

OFCCP's authorities should contact immediately:

U.S. Department of Labor

Washington, D.C. 20210

**ASSISTANCE** 

1-800-397-6251 (toll-free)

200 Constitution Avenue, N.W.

The Office of Federal Contract Compliance Programs

If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommuni

relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk

and on OFCCP's "Contact Us" webpage at

PROGRAMS OR ACTIVITIES

Race, Color, National Origin, Sex

https://www.dol.gov/agencies/ofccp/contact

**RECEIVING FEDERAL FINANCIAL** 

Act of 1964, as amended, Title VI of the Civil Rights Act of

1964, as amended, prohibits discrimination on the basis

imination is covered by Title VI if the primary objective

of race, color or national origin in programs or activities

receiving Federal financial assistance. Employment

of the financial assistance is provision of employment,

or where employment discrimination causes or may

cause discrimination in providing services under such

programs. Title IX of the Education Amendments of 1972

prohibits employment discrimination on the basis of sex is

educational programs or activities which receive Federal

at https://ofccphelpdesk.dol.gov/s/, or by calling an

OFCCP regional or district office, listed in most telephone

directories under U.S. Government, Department of Labo

Asking About, Disclosing, or Conduct that coerces, intimidates, threatens, or interfer Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination

tected under Federal law from discrimination on the

compensation or the compensation of other applicants or Do not delay, because there are strict time limits for filing Section 503 of the Rehabilitation Act of 1973, as

amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, a charge of discrimination (180 or 300 days, depending on fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. 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

> and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level. **Protected Veteran Status**

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

nondiscrimination and affirmative action commitments of Retaliation is prohibited against a person who files a companies doing business with the Federal Government. complaint of discrimination, participates in an OFCCP

Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financia

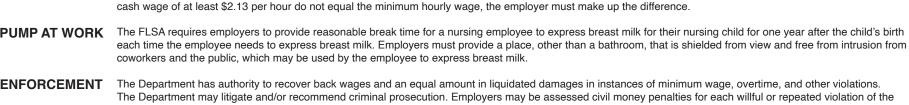
Section 504 of the Rehabilitation Act of 1973, as

amended, prohibits employment discrimination on the

basis of disability in any program or activity which receive







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

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.

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

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

**EMPLOYEE RIGHTS** 

UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

The law requires employers to display this poster where employees can readily see it.

**OVERTIME PAY** At least 11/2 times the regular rate of pay for all hours worked over 40 in a workweek.

Different rules apply in agricultural employment.

CHILD LABOR

TIP CREDIT

**ENFORCEMENT** 

ADDITIONAL

Ref.: 29 CFR §516.4

**EXEMPTIONS** 

**EXAMINEE** 

**ENFORCEMENT** 

RIGHTS









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.

in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

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

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

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees

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 may also bring their own court actions.

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



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 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.

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 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

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.

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

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.

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 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 enforcement of occupational safety and health standards, or has testified or is expected to testify in a proceeding related 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

PROPOSED The law provides for mandatory penalties against employers of up to \$16,131.00 for each serious violation and for optional penalties of up to \$16,131.00 for other violations. Penalties of up to \$16,131.00 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 \$161,131,00 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

The Alaska Department of Labor and Workforce Development encourages employers and employees to reduce workplace hazards voluntarily and to develop and improve safety and 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

## 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 IX, 90 7th St., Suite 2650, San Francisco, CA 94103, Phone (415) 625-2547

About toxic and hazardous substances and physical agents

Employers must inform employees about the locations and nature of operations, which could result in exposure to toxic or hazardous substances or physical agents.

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

Juneau. AK 99811-1149

Know Your Rights: Workplace Discrimination is Illegal

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin Job training Classification Executive Order 11246, as amended, prohibits • Obtaining or disclosing genetic information employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender of employees Requesting or disclosing medical information identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of Conduct that might reasonably discourage someone

rights, regarding disability discrimination (including accommodation) or pregnancy accommodation What can You Do if You Believe Discrimination has Occurred? Contact the EEOC promptly if you suspect discrimination

Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login. 1\_800\_669\_4000 (toll free) 1-800-669-6820 (TTY) Federal contractors take affirmative action to employ 1-844-234-5122 (ASL video phone an EEOC field office (information at

The Vietnam Era Veterans' Readjustment Assistance

If you are applying for a job with, or are an employee of, a proceeding, or otherwise opposes discrimination by

assistance, you should immediately contact the Federal agency providing such assistance.

Individuals with Disabilities