

Alabama's Federal Employment Notices



All workers have the right to:
A safe workplace.
Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
Receive information and training on job hazards, including all hazardous substances in your workplace.
Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions.

Employers must:
Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law.
Comply with all applicable OSHA standards.
Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



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

Family Medical Leave Act

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

- You are an eligible employee if all of the following apply:
You work for a covered employer.
You have worked for your employer at least 12 months before your leave, and
Your employer has at least 50 employees within 75 miles of your work location.

- How do I request FMLA leave?
Generally, you must follow your employer's normal policies for requesting leave.
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.

What does my employer need to do?
If you are eligible for FMLA leave, your employer must:
Allow you to take job-protected time off work for a qualifying reason,
Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions.

USERRA
FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS
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.

- REEMPLOYMENT RIGHTS
You have the right to be reemployed in your civilian job if you 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 uniformed services while with that particular employer;

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 comparable job.

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:

Health Insurance Protection
If you have the right to be reemployed in your civilian job if you leave that job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.

ENFORCEMENT
The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

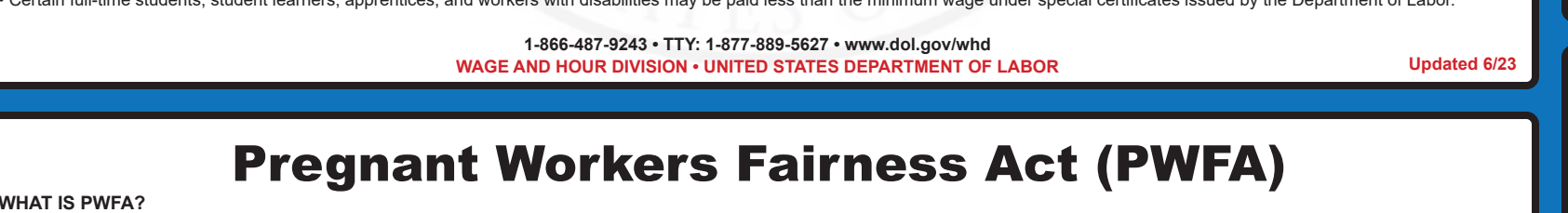
U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.



Federal Minimum Wage

Employers subject to the minimum wage law are obligated to pay the higher rate.
EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT
\$7.25 PER HOUR BEGINNING JULY 24, 2009
The law requires employers to display this poster where employees can readily see it.

Additional information regarding minimum wage provisions, overtime, and other provisions. The Department may litigate and/or recommend criminal prosecution. Employees may be assessed civil monetary penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law.



Pregnant Workers Fairness Act (PWFA)

WHAT IS PWFA?
The Pregnant Workers Fairness Act (PWFA) is a federal law that, starting June 27, 2023, requires covered employers to provide "reasonable accommodations" to a qualified worker's known limitations related to pregnancy, childbirth, or related medical conditions.

WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT WORKERS?
Being able to sit or drink water
Receiving closer parking
Having flexible hours
Receiving appropriately sized uniforms and safety apparel

RISK MANAGEMENT
YOU ARE REQUIRED TO IMMEDIATELY REPORT TO YOUR SUPERVISOR ANY PERSONAL BODILY INJURY WHICH HAPPENS AT WORK OR ONSET OF ANY OCCUPATIONAL DISEASE. DO THIS NO MATTER HOW SLIGHT THE INJURY OR WHETHER OR NOT MEDICAL TREATMENT IS REQUIRED.

Disability Minimum Wage

EMPLOYEE RIGHTS FOR WORKERS WITH DISABILITIES PAID AT SPECIAL MINIMUM WAGES
THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION
This establishment has a certificate authorizing the payment of special minimum wages to workers who are disabled for the work they are performing.

WORKERS WITH DISABILITIES
For purposes of payment of commensurate wage rates under a certificate, a worker with a disability is defined as:
An individual whose earnings or productive capacity is impaired by a physical or mental disability, including those related to age or injury, for the work to be performed.

KEY ELEMENTS OF COMMENSURATE WAGE RATES
Nondiscriminatory standard—The objective gauge (usually a time study of the production of workers who do not have disabilities that impair their productivity for the job) against which the productivity of a worker with a disability is measured.

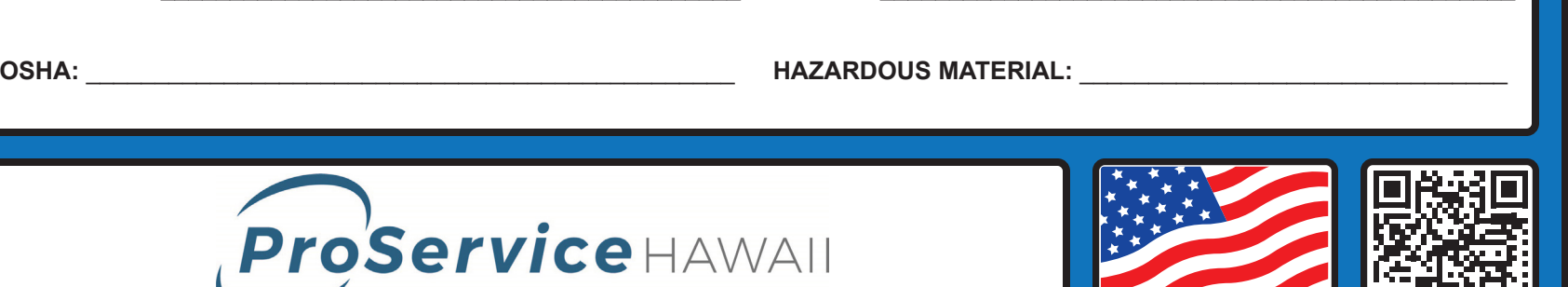
YOUTH EMPLOYMENT
Minors younger than 18 years of age must be employed in accordance with the youth employment provisions of FLSA. No persons under 16 may be employed in manufacturing or on a PCA contract.

FRINGE BENEFITS
Neither the FLSA nor the PCA have provisions requiring vacation, holiday, or sick pay nor other fringe benefits such as health insurance or pension plans.

WORKER NOTIFICATION
Each worker with a disability and, where appropriate, the parent or guardian of such worker, shall be informed orally and in writing by the employer of the terms of the certificate under which special minimum wages are employed.

EMERGENCY NOTICES
AMBULANCE: FIRE-RESCUE:
HOSPITAL: POLICE:
ALTERNATE: POLICE:
OSHA: HAZARDOUS MATERIAL:

Emergency Notices
AMBULANCE: FIRE-RESCUE:
HOSPITAL: POLICE:
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Polygraph Protection

THE EMPLOYEE POLYGRAPH PROTECTION ACT PROHIBITS MOST PRIVATE EMPLOYERS FROM USING LIE DETECTOR TESTS EITHER FOR PRE-EMPLOYMENT SCREENING OR DURING THE COURSE OF EMPLOYMENT.

PROHIBITIONS
Employers are generally prohibited from requiring or requesting any prospective employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS
Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

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, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

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

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. 1-866-487-9243 • TTY: 1-877-889-5627

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

WORKER'S COMPENSATION FRAUD
INFORMATION LEADING TO THE DISCOVERY AND OR CONVICTION OF WORKERS' COMPENSATION FRAUD.

FIVE TYPES OF WORKERS' COMPENSATION FRAUD
Agent - Employer - Employee - Medical - Legal

WORKERS' COMPENSATION FRAUD CAN BE:
Reporting an off the job accident as an on the job accident.
Reporting an accident that never happened.
Complaints of accidental injury symptoms that are exaggerated or non-existent.
Malingering - to avoid work when injury is healed.
Not reporting outside income from other work-related activities while drawing workers' compensation benefits from another employer.

TO REPORT WORKERS' COMPENSATION FRAUD CALL: 1-800-923-2533 or 334-242-7345

WORKER'S COMPENSATION FRAUD
If you are injured on the job, or contract an occupational disease, notify your employer immediately. Your employer will advise you of the physician to see for authorized medical treatment.

WORKERS' COMP INSURANCE CARriers
TELEPHONE NUMBER:

ASSISTANCE IS AVAILABLE UNDER THE ALABAMA WORKERS' COMPENSATION LAW INCLUDING MEDIATION SERVICE. FOR INFORMATION CALL:

1-800-528-5168 Department of Industrial Relations Workers' Compensation Division 649 Monroe Street Montgomery, AL 36131

CODE OF ALABAMA, 1975, § 25-5-290(d), REQUIRES THAT THIS NOTICE BE POSTED IN ONE OR MORE CONSPICUOUS PLACES IN YOUR BUSINESS.

IRS Withholding

YOU MAY NEED TO CHECK YOUR WITHHOLDING
Since you have filed Form W-4 with your employer did you...
Many or divorce? Gain or lose a dependent? Change your name?

Payday Notice
PAYDAY IS ON
PAY SCHEDULE IS
WEEKLY BI-WEEKLY SEMI-MONTHLY MONTHLY
PAYCHECKS ARE ISSUED ON THE _____ AND _____ OF THE MONTH
AT _____ TIME: _____

Equal Employment Opportunity

Know Your Rights:
Workplace Discrimination is Illegal
The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

Who is Protected?
Employees (current and former), including managers and temporary employees
Job applicants
Union members and applicants for membership in a union

What Organizations are Covered?
Most private employers
State and local governments (as employers)
Educational institutions (as employers)
Unions
Staffing agencies

What Types of Employment Discrimination are Illegal?
Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:
Race
Color
Religion
National origin
Sex (including pregnancy and related conditions, sexual orientation, or gender identity)
Age (40 and older)
Disability
Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)

What Employment Practices can be Challenged as Discriminatory?
All aspects of employment, including:
Discharge, firing, or lay-off
Harassment (including unwelcome verbal or physical conduct)
Hiring or promotion
Assignment
Pay (unequal wages or compensation)
Failure to provide reasonable accommodation for a disability or a sincerely held religious belief, observance or practice
Benefits
Job training
Classification
Promotion
Obtaining or disclosing genetic information of employees
Requesting or disclosing medical information of employees
Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding

Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS
The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government.

What Can You Do If You Believe Discrimination has Occurred?
Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways:

Call 1-800-669-4000 (toll free) 1-800-669-6820 (TTY) 1-844-234-6122 (ASL video phone)

Visit an EEOC field office (information at www.eeoc.gov/field-office)
E-Mail info@eeoc.gov

Individuals with Disabilities
Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance.

Race, Color, National Origin, Sex
In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, or national origin in programs or activities receiving Federal financial assistance.

Child Labor Laws
Each employer shall obtain and display the proper Child Labor Certificate(s) for each location where minors under the age of 18 are employed. To apply for a certificate(s) go to www.labor.alabama.gov

Persons under 14 years of age SHALL NOT BE EMPLOYED

Table with columns for Employment Certificate, Minors Age 14/15, and Minors Age 16/17. It details work restrictions such as hours, breaks, and record keeping for different age groups.

Alcoholic Beverages
Employees must be: 21 to serve alcoholic beverages for the consumption on premises (18 if licensee is RVP certified), 16 and older may be employed in such establishments as busboys, janitors, dishwashers, cooks, hostesses, or waiters.

Inspections by the Department of Labor
The department of labor has the right to enter, without warrant or notice, any business establishment for the purpose of routine inspections.

FOR MORE INFORMATION CONTACT:
The Alabama Department of Labor Child Labor Enforcement
649 Monroe Street
Montgomery, AL 36131
(334)956-7390 www.labor.alabama.gov
child.labor@labor.alabama.gov

Unemployment Compensation

YOUR JOB INSURANCE
Workers in this establishment are covered by the Alabama Unemployment Compensation Law.
YOU MAY BE ENTITLED TO BENEFITS IF:
(1) You became totally or partially unemployed under conditions defined by law and you are otherwise eligible and qualified for benefits and
(2) you are separated from your job through no fault of your own. However, if you voluntarily leave your employment without good cause connected with your work of if you are discharged for "cause," your benefits may be postponed or reduced or entirely denied.

IMPORTANT: Be sure that your employer is using your correct social security number. If not, your claim may be delayed.
When you become unemployed:
To file your unemployment claim, call toll free 1-866-234-5382 or file by internet at www.alabama.gov
To obtain general information concerning your rights to benefits for either total or partial unemployment, call toll free 1-800-361-4524 or write to the Alabama Department of Labor, 649 Monroe Street Montgomery, Alabama 36131, or log on to our website at www.labor.alabama.gov.

ALABAMA DEPARTMENT OF LABOR
Alabama Administrative Code 480-4-2-.19 requires that this notice be posted conspicuously

Unemployment Compensation Fraud

Some examples of fraud include:
Making false statements to obtain unemployment compensation.
Attempting to draw benefits while working.
Continuing to file a claim after returning to work.
Being paid "under the table" while collecting unemployment compensation.
Not being truthful when filing your initial or weekly claims.

FRAUD PENALTIES ARE SEVERE
Up to a Class B Felony.
Fines of up to \$500 AND up to 12 months in jail for each fraudulent week claimed.
Mandatory ineligibility for up to a two year period.

The Alabama Department of Industrial Relations is working with the Alabama Attorney General and local District Attorney's Offices to find and prosecute Unemployment Compensation Fraud.

Report Unemployment Compensation Fraud Call: 800-392-8019
Penalties noted above subject to Section 25-4-145 Code of Alabama (1975)

Unemployment Compensation Partial

Temporarily Laid Off?
To prevent delays please notify your employer of the following:
name change
address change
gross earnings from another employer
Employers filing automated partial claims are not required to submit a claim on individuals' whose earnings for a given week are equal to or exceed \$275, which is currently the maximum weekly benefit amount in Alabama.

Department of Labor 649 Monroe Street Montgomery, Alabama 36130
EMPLOYERS: Please post in a conspicuous place. Extra copies are available upon request.

Use of this computerized partial claim system helps the Department of Labor speed up the payment process for filing an unemployment compensation claim.

