#### MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

DATE POSTED:\_

year to confim if you are in compliance.

Labor Laws change often. Please call your distributor twice a

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# **Alaska & Federal Employment Notices**

# **OSHA** Occupational Safety and Health Administration

# **Job Safety and Health IT'S THE LAW!**

### All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.

Note: OSHA requires that reproductions or facsimiles of the poster be at least 8.5" x 14" inches with 10 point typ

- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

# Contact OSHA. We can help.

#### **Employers must:**

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

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



	amily Medical Leave Act	per l
U.S. Wage and Hour Division	EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION	Alasi over
What is FMLA leave?: The Family and Medical Leave Act ( Department of Labor's Wage and Hour Division (WHD) enfo	FMLA) is a federal law that provides eligible employees with <b>job-protected leave</b> for qualifying family and medi rces the FMLA for most employees.	howe
Eligible employees can take <b>up to 12 workweeks</b> of FMLA • The birth, adoption or foster placement of a child with you • Your serious mental or physical health condition that make • To care for your spouse, child or parent with a serious me • Certain gualifying reasons related to the foreign deployme	es you unable to work,	exce Alas indiv
	t of kin of a covered servicemember with a serious injury or illness <b>may take up to 26 workweeks</b> of FMLA lear	ve in a single 12-month • In a
You have the right to use FMLA leave in <b>one block of time</b> . reduced schedule by working less hours each day or week	When it is medically necessary or otherwise permitted, you may take FMLA leave <b>intermittently in separate b</b> . Read Fact Sheet #28M(c) for more information.	• In t • In c
FMLA leave is <b>not paid leave</b> , but you may choose, or be reFMLA leave.	equired by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers th	• By • In v
Am I eligible to take FMLA leave? 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, • You have at least 1,250 hours of service for your employe • Your employer has at least 50 employees within 75 miles Airline flight crew employees have different "hours of service	of your work location.	ceme to the • In a in reg and i sales
You work for a <b>covered employer if one</b> of the following ap • You work for a private employer that had at least 50 emplo • You work for an elementary or public or private secondary	plies: yees during at least 20 workweeks in the current or previous calendar year,	• You • of Personnel Management.
How do I request FMLA leave? Generally, to request FMLA leave you must: • Follow your employer's normal policies for requesting leav • Give notice at least 30 days before your need for FMLA le • If advance notice is not possible, give notice as soon as p	ave, or ossible	repa moto (c) su • An basis
your employer if FMLA leave was previously taken or ap verify medical leave and may request certification of a qualif The FMLA does not affect any federal or state law prohibitin	g discrimination or supersede any state or local law or collective bargaining agreement that provides greater fan suit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressi	tion. You must also inform a health care provider to nily or medical leave rights. ional employees are also • A p
• Allow you to return to the same job, or a virtually identical	ng reason, n leave on the same basis as if you had not taken leave, and iob with the same pay, benefits and other working conditions, including shift and location, at the end of your leav r threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate ag	gainst you for requesting Servi • Sol
After becoming aware that your need for leave is for a reaso employer determines that you are eligible, your employ • About your FMLA rights and responsibilities, and • How much of your requested leave, if any, will be FMLA-p		• In c • In t
Where can I find more information? Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If y in court. Scan the QR code to learn about our WHD com	ou believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private la	awsuit against your employer employer
	I information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 <u>www.dol.gov/whd</u> U.S. Department of Labor • Wage and Hour Division	to the temp
		• By of ch and i
	USERRA	anu annu a ma
• FOR U	SE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS •	Over
	RRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS	ACT The per c
certain types of service in the National Dis	als who voluntarily or involuntarily leave employment positions to undertake milit aster Medical System. USERRA also prohibits employers from discriminating againes, and applicants to the uniformed services.	tary service or exce

#### **HEALTH INSURANCE PROTECTION**

• If you leave your 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. • Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

#### ENFORCEMENT

viewed at

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

www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be

• If you file a complaint with VETS and VETS is unable to resolve it, you

• For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at <u>https://</u>

Updated 6/2

Updated 8/1

# **State Minimum Wage**

· Agricultural employees;

in their raw or natural state:

collective bargaining agreement

collective bargaining agreement);

and Workforce Development;

fewer than 750 stations;

having the effect of law.

Recordkeeping

wade:

An employee employed as a seamen;

#### Summary of Alaska Wage and Hour Act

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

ute 23.10.050 – 23.10.150 establishes minimum wage and y standards for employment subject to its provisions. These re generally applicable to all employees. School bus drivers, all receive at least two times the Alaska minimum wage. Other to the minimum wage requirement follow.

#### imum wage and overtime requirements do not apply to any mployed as follows:

ng of aquatic life; or the hand picking of shrimp; c service (including babysitting) in or about a private home; ate or local governments (i.e., political subdivisions); y service in the nonprofit activities of a religious, charitable, ducational or other nonprofit organization which are related only ization's nonprofit activities:

fide executive, professional or administrative capacity as defined is of the Commissioner of Labor and Workforce Development LSA: or in certain computer occupations, or as an outside r as any salesman working on a straight commission basis; r age 18 employed part-time for not more than 30 hours in any week; al who is employed by a motor vehicle dealer and whose / is to (a) receive, analyze or reference requests for service, alysis of motor vehicles; (b) arrange financing for the sale of les and related products and services that are part of the sale; or ell, lease or exchange motor vehicles;

al who provides emergency medical services only on a voluntary s with a full-time fire department only on a voluntary basis; or patrol services on a voluntary basis;

participating in a University of Alaska practicum described under

censed under AS 08.54 and who is employed by a registered ster guide licensed under AS 08.54 for the first 60 workdays so uring a calendar year:

ndent taxicab driver who establishes the driving area and hours, ts on a flat rate basis for use of the cab, permit or dispatch d who is compensated solely by the customers served; watchman or caretaker on a premises out of operation for four months

#### of newspapers to the consumer: ch for placer or hard rock minerals;

al engaged in activities for a nonprofit religious, charitable, civic, ecreational or educational organization where the employerlationship does not, in fact, exist, and where services rendered ization under a work activity requirement of AS 47.27 (Alaska ssistance program)

rofit educational or child care facility to serve in place of a parent residence if the employment requires residence at the facility ensated on a cash basis exclusive of room and board at an of not less than \$10,000 for an unmarried person; or \$15,000 for ouple.

#### ours

cases:

d workweek shall not exceed 40 hours per week or eight hours ould an employer find it necessary to employ an employee in ese standards, overtime hours shall be compensated at the rate one-half times the regular rate of pay.

Compensation at the overtime rate is not required in the following

Revised October 2023

• By an employer who employs three or fewer people in the regular course of Post in a Prominent Place business

Updated 10/23

# **Sexual Harassment**

Under The Alaska Human Rights Law and (AS 18.80.220) Title VII of the Federal Civil Rights Act, SEXUAL HARASSMENT IS ILLEGAL PRODUCT ID

· 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;

· 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

• An individual employed as an outside buyer of poultry, eggs, cream or milk

• Hospital employees whose duties include the provision of medical services; • An employee under a flexible work hour plan which is included as part of a

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

• A community health aide employed by a local or regional health

• Work performed by certain flat-rate mechanics primarily engaged in

organization as those terms are defined in AS 18.28.100;

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

and over the hours specified on the flexible work hour plan not included in a

servicing automobiles, light trucks, and motor homes, subject to certain and

· An employee of a small mining operation where not more than 12 people are employed, as long as the individual is not employed in excess of 12

workweeks in the aggregate in any calendar year during the mining season;

· Casual employees as defined by regulations of the Commissioner of Labor

• 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

• Work performed by an employee under a voluntary written agreement

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

A switchboard operator employed in a public telephone exchange that has

• An employee in otherwise exempted employment or a proprietor in a retail

messages under an agency or contract arrangement with a telegraph or

**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

or service establishment engaged in handling telegraphic, telephone or radio

communications company where the telegraph message or communications

text is intended for informational purposes only and is not to be construed as

Inquiries should be made to: Wage and Hour, Alaska Department of Labor

and Workforce Development, 1251 Muldoon Road, Suite 113, Anchorage,

AK 99504 Phone: (907) 269-4900 Email: statewide.wagehour@alaska.gov

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.

addressing the trading of work shifts among employees, if employed

by an air carrier subject to subchapter II of the Railway Labor Act

(45 U.S.C.181-188), including employment as a customer service

to 45 U.S.C. 181-188 (subchapter II of the Railway Labor Act);

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

hours per day or 56 hours per week during a period of not more than 14

An employee employed in connection with publication of a weekly,

semiweekly or daily newspaper with a circulation of less than 1000;

number of employees in such lumber operations does not exceed 12;

• An employee under a voluntary flexible work plan if the employee and





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

Employers subject to the state minimum wage law are obligated to pay the higher rate

# **Federal Minimum Wage**

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT \$7.25 PER HOUR BEGINNING JULY 24, 2009

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

t least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

#### CHILD LABOR

**OVERTIME PAY** 

An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

#### TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the inimum hourly wage, the employer must make up the difference

NURSING MOTHERS (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 employer o express breast mill

#### 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 INFORMATION:

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. • 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.

1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

# **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, unless the accommodation will cause the employer an "undue hardship." An undue hardship is defined as causing significant difficulty or expense.

"Reasonable accommodations" are changes to the work environment or the way things are usually done at work.

#### 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 - Receiving additional break time to use the bathroom, eat, and rest

Taking leave or time off to recover from childbirth

- Being excused from strenuous activities and/or exposure to chemicals not safe for pregnancy

#### WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT WORKERS?

Other laws that apply to workers affected by pregnancy, childbirth, or related medical conditions, include: Title VII which prohibits employment discrimination based on sex, pregnancy, or other protected categories (enforced by the U.S. Equal Employment Opportunity Commission (EEOC))

The ADA which prohibits employment discrimination based on disability (enforced by the EEOC)

The Family and Medical Leave Act which provides unpaid leave for certain workers for pregnancy and to bond with a new child (enforced by the U.S Department of Labor) The PUMP Act which provides nursing mothers a time and private place to pump at work (enforced by the U.S. Department of Labor)

Learn more at www.EEOC.gov/Pregnancy-Discrimination

### **Equal Employment Opportunity**

#### **RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION** If you

You have the right to be reemployed in your civilian job if you leave that job

• you ensure that your employer receives advance written or verbal notice

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

· you have not been separated from service with a disqualifying discharge

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

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

• are a past or present member of the uniformed service; • have applied for membership in the uniformed service: or are obligated to serve in the uniformed service; then an employer may not deny you: initial employment; reemployment; retention in employment; • promotion: or

any benefit of employment because of this status.

REEMPLOYMENT RIGHTS

while with that particular employer;

or under other than honorable conditions

service or, in some cases, a comparable job.

conclusion of service; and

of your service:

to perform service in the uniformed service and:

may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. • You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

https://webapps.dol.gov/elaws/vets/userra

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.



# **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 employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act. **EXEMPTIONS** 

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

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

#### **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

Street and Number

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.





### **Employer's Notice of Insurance**

#### TO THE EMPLOYEES OF THE UNDERSIGNED:

State	Zip Code	
	Through	
	State	

#### If you have experienced:

• Unwelcome Sexual Advances; • Requests for Sexual Favors; • Sexual comments or conduct that interferes with your work or creates a hostile work environment; or • Your employer has made decisions about your job based on whether you accepted or rejected sexual advances, comments, or conduct, You may be the victim of sexual harassment.

#### 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/

Updated 12/18

all minors 17

# **Child Labor**

SUMMARY OF ALASKA CHILD LABOR LAW HOURS OF WORK RESTRICTIONS: NO MINOR UNDER 18 MAY WORK MORE THAN 6 DAYS IN ANY WORK WEEK

ALASKA YOUTH UNDER THE AGE OF 14 MAY WORK ONLY IN THE FOLLOWING OCCUPATIONS: . Newspaper sales and delivery. 2. Baby-sitting, handiwork and domestic employment in or about private homes. 3. The entertainment industry, with an approved work permit from the Alaska Wage and Hour Administration.

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). 3. 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. 3. 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 power-driven 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

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

#### ADDITIONAL RESTRICTIONS FOR 14 & 15 YEAR OLDS:

1. Occupations in manufacturing, mining or processing, including workrooms or places where goods are manufactured, mined or otherwise processed.
2. Occupations involved in operation of power-driven machinery other than office machines.
3. Occupations in construction (including demolition and repair) 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 or 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 m
years of age must also have an approved work permit.





Updated 6/2

Updated 6/23

Know Your Rights: Workplace Discrimination is Illegal	(OFCCP) enforces the nondiscrimination and affirmative action commitments of			
	companies doing business with the Federal Government. If you are applying for a	City State Zip Code	Telephone	TOBACCO & PULL-TABS:
The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been	job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:			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.
discriminated against at work or in applying for a job, the EEOC may be able to help.		This insurance pays benefits for job-connected injuries, illnesses or death as provided by the Alas	ka Workers' Compensation Act	
	Executive Order 11246, as amended, prohibits employment discrimination by			MARIJUANA & CANNABIS INDUSTRY:
Who is Protected?	Federal contractors based on race, color, religion, sex, sexual orientation, gender			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
<ul> <li>Employees (current and former), including managers and temporary employees</li> <li>Job applicants</li> </ul>	identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.	Employer		planting, cultivating, harvesting, processing, packaging, transporting or selling.
Union members and applicants for membership in a union				FOR FURTHER INFORMATION CONTACT: ALASKA WAGE AND HOUR ADMINISTRATION
	Asking About, Disclosing, or Discussing Pay	By		1251 Muldoon Road, Suite 113, Anchorage, AK 99504, (907) 269-4900
What Organizations are Covered? • Most private employers	Executive Order 11246, as amended, protects applicants and employees of Federal	-,		1111 W. 8th Street, Suite 302, Juneau, AK 99802-1149, (907) 465-4842
State and local governments (as employers)	contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.			675 7th Avenue, Station J-1, Fairbanks, AK 99701, (907) 451-2886
• Educational institutions (as employers)	······ ·······························	Title		
• Unions	Disability			
Staffing agencies	Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay,	Witness		State OSHA
What Types of Employment Discrimination are Illegal?	fringe benefits, job training, classification, referral, and other aspects of employment			
Under the EEOC's laws, an employer may not discriminate against you, regardless	by Federal contractors. Disability discrimination includes not making reasonable			SAFETY AND HEALTH PROTECTION ON THE JOB
of your immigration status, on the bases of:	accommodation to the known physical or mental limitations of an otherwise qualified	Witness		
Race     Color	individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative	Immediately (not later then 20 days from injum, or dooth date) siys your employee and the Alaska Werkers	Componention Division witten notice of a	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:
Religion	action to employed advance in employment qualified individuals with disabilities at	Immediately (not later than 30 days from injury or death date) give your employer and the Alaska Workers job-related injury, illness, or death. Get the "Report of Occupational Injury or Illness" form from your emplo		
• National origin	all levels of employment, including the executive level.			<b>EMPLOYERS:</b> 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.
• Sex (including pregnancy and related conditions, sexual orientation, or gender		If you have questions about your rights or benefits under the Alaska Workers' Compensation Act, contact t	he insurer at the above address and the	to cause dealth or serious name to his employees, and shall comply with occupational safety and health standards issued under the law.
identity) • Age (40 and older)	Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38	Alaska Workers' Compensation Division at the nearest office listed below:		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
Disability	U.S.C. 4212, prohibits employment discrimination			actions and conduct on the job.
Genetic information (including employer requests for, or purchase, use, or	against, and requires affirmative action to recruit, employ, and advance in	ANCHORAGE FAIRBANKS	JUNEAU	The Alaska Department of Labor and Workforce Development has the primary responsibility for administering the law. It issues occupational safety and health standards,
disclosure of genetic tests, genetic services, or family medical history)	employment, disabled veterans, recently separated veterans (i.e., within three years		Box 115512 1111 W 8th St Rm 305	and its Compliance Officers conduct job site inspections to ensure compliance with the law.
Retaliation for filing a charge, reasonably opposing discrimination, or participating     in a discrimination lawouit investigation or proceeding	of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.	e e e e e e e e e e e e e e e e e e e	eau AK 99811-5512 (907) 465-2790	INSPECTION: The law requires that a representative of the employer and a representative authorized by the employees be given an opportunity to accompany the
<ul> <li>in a discrimination lawsuit, investigation, or proceeding.</li> <li>Interference, coercion, or threats related to exercising rights regarding disability</li> </ul>	veterans, or Armed Forces service medal veterans.		, , , , , , , , , , , , , , , , , , ,	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
discrimination or pregnancy accommodation	Retaliation	NOTICE TO EMPLOYER: AS 23.30.060 requires that you post this notice in three conspicuous plac	es on the employer's premises.	worked, and the employee shall be compensated accordingly.
	Retaliation is prohibited against a person who files a complaint of discrimination,			Where there is no authorized employee representative, the Compliance Officer must consult with a reasonable number of employees concerning safety and health
What Employment Practices can be Challenged as Discriminatory?	participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws.			conditions in the workplace.
All aspects of employment, including: • Discharge, firing, or lay-off	Federal contractors under these Federal laws.			COMPLIANCE COMPLAINT: Employees or their representatives have the right to file a complaint in writing with the nearest Alaska Department of Labor and Workforce
Harassment (including unwelcome verbal or physical conduct)	Any person who believes a contractor has violated its nondiscrimination or	Unemployment Insurance	:e	Development office requesting an inspection if they believe unsafe or unhealthful conditions exist in their workplace. Their names will be withheld upon request.
Hiring or promotion	affirmative action obligations under OFCCP's authorities should contact immediately:			Evenley as and their representatives have a right to call an increater's attention to possible violations in writing or anally
Assignment		Notice to Employees		Employees and their representatives have a right to call an inspector's attention to possible violations in writing or orally.
<ul> <li>Pay (unequal wages or compensation)</li> <li>Failure to provide reasonable accommodation for a disability or a sincerely held</li> </ul>	The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor			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
religious belief, observance or practice	200 Constitution Avenue, N.W.	As an employee of this company, you are covered by Unemployment Insurance (UI). The UI program is administ	ered by the Division of Employment and	under the law.
• Benefits	Washington, D.C. 20210	Training Services of the Alaska Department of Labor and Workforce Development.		DISCRIMINATION COMPLAINT: Pursuant to AS 18.60.089, an employee may not be discharged or discriminated against because they filed a complaint, instituted,
Job training	1–800–397–6251 (toll-free)	The purpose of UI is to provide partial replacement of wages between jobs.		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
Classification     Referral	If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1	UI benefits are available to workers who are unemployed and who meet requirements of state UI eligibility laws.	You may file a UI claim in the first week that	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.
Obtaining or disclosing genetic information of employees	to access telecommunications relay services. OFCCP may also be contacted by	employment stops or work hours are reduced.	,	
Requesting or disclosing medical information of employees	submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.			CITATION: 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
• Conduct that might reasonably discourage someone from opposing discrimination,	gov/s/, or by calling an OFCCP regional or district office, listed in most telephone	You will need to provide the following in order for the state to process your claim:		citation will specify a time period within which the alleged violation must be corrected.
filing a charge, or participating in an investigation or proceeding. • Conduct that coerces, intimidates, threatens, or interferes with someone exercising	directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact.	1. Full legal name;		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
their rights, or someone assisting or encouraging someone else to exercise	Us webpage at https://www.doi.gov/agencies/orcep/contact.	2. Social Security Number; and		that may exist there.
rights, regarding disability discrimination (including accommodation) or pregnancy	PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE	3. Authorization to work (if you are not a U.S. citizen or resident).		PROPOSED PENALTY: 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
accommodation		As with any insurance, you must meet certain qualifications to be eligible for benefits. You must have ear	ned wages in jobs that are covered by the law	\$15,625.00 for any other violations. Penalties of up to \$15,625.00 per day may be proposed for failure to correct violations within the proposed time period. Also, any
What can You Do if You Policy: Discrimination has Occurred?	Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended,	file your claim for UI, and register for work with the Alaska Employment Service or your union. You must also be		employer who willfully or repeatedly violates the law may be assessed penalties of up to \$156,259.00 for each violation.
What can You Do if You Believe Discrimination has Occurred? Contact the EEOC promptly if you suspect discrimination. Do not delay, because	Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the	you quit or were fired from your last job, or if anything is keeping you from accepting full-time work, you may not		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
there are strict time limits for filing a charge of discrimination (180 or 300 days,	basis of race, color or national origin in programs or activities receiving Federal			by imprisonment for not more than 6 months, or by both. Conviction of an employer after a first conviction doubles these maximum penalties.
depending on where you live/work). You can reach the EEOC in any of the following		To file a <b>NEW</b> claim or <b>REOPEN</b> an existing Alaska claim for UI benefits on the Internet, go to labor.alaska.gov	and find "Quick Links" then "File Unemployment	VOLUNTARY ACTIVITY: While providing penalties for violations, the law also encourages efforts by labor and management, before an inspection, to reduce injuries and
ways:	primary objective of the financial assistance is provision of employment, or where	Benefits Online."		illnesses arising out of employment.
Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/	employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits	To file for UI by telephone and for all other UI assistance, contact your local UI claim center. The phone number	are listed below. If you do not recide in one of	The Alaska Department of Labor and Workforce Development encourages employers and employees to reduce workplace hazards voluntarily and to develop and improve
Portal/Login.aspx	employment discrimination on the basis of sex in educational programs or activities	the cities below. use the toll free number.	s are listed below. If you do not reside in one of	safety and health programs in all workplaces and industries.
	which receive Federal financial assistance.			
Call 1–800–669–4000 (toll free)	Individuale with Disphilities	Anchorage: (907) 269-4700		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 employer, the Alaska Department of Labor and Workforce Development will furnish a consultant who will inspect the premises and identify hazards without
1–800–669–6820 (TTY) 1–844–234–5122 (ASL video phone)	Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment	Fairbanks: (907) 451-2871		assessing penalties.
1–844–234–5122 (ASL video phone) Visit an EEOC field office (information at www.eeoc.gov/field-office)	discrimination on the basis of disability in any program or activity which receives			MORE INFORMATION: Additional information and copies of the law, specific safety and health standards, and other regulations may be obtained from the Alaska
E-Mail info@eeoc.gov	Federal financial assistance. Discrimination is prohibited in all aspects of	Juneau/ outside Alaska: (907) 465-5552		Department of Labor and Workforce Development, Division of Labor Standards & Safety, Alaska Occupational Safety and Health at the addresses shown at the bottom of
Additional information about the EEOO including information about filling a share of	employment against persons with disabilities who, with or without reasonable	All other areas in Alaska: (888) 252-2557		this page.
Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.	accommodation, can perform the essential functions of the job.	The toll-free telephone number to connect to Alaska Relay is (800) 770-8973 or voice (800) 770-8255.		PROGRAM COMPLAINT: Under a plan approved July 31, 1973, by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), the State of
, .e a allalo a miniooolyot.	If you believe you have been discriminated against in a program of any institution			Alaska is providing job safety and health protection for workers throughout the State. OSHA will monitor the operation of this plan to assure that continued approval is
EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS	which receives Federal financial assistance, you should immediately contact the	ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT		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,
The Department of Labor's Office of Estand Output Operations (	Federal agency providing such assistance.			Suite 1280, Seattle, WA 98104, Phone (206) 757-6700.
The Department of Labor's Office of Federal Contract Compliance Programs	Updated 6/23	We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individ	uals with disabilities.	IT'S YOUR RIGHT TO KNOW
				About toxic and hazardous substances and physical agents
		Alaska employers are required to provide this notice to employees at the time of separation.	Updated 4/20	AS 18 60.068 requires this information by displayed in a prominent place on hypinase promises
Doudor	/ Nation			<ul> <li>AS 18.60.068 requires this information be displayed in a prominent place on business premises.</li> <li>Employers must inform employees about the locations and nature of operations, which could result in exposure to toxic or hazardous substances or physical</li> </ul>
rayuay	/ Notice			agents.
		Emergency Information		<ul> <li>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 of personal protective equipment.</li> </ul>
PAYDA	AY IS ON			<ul> <li>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</li> </ul>

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

DOCTOR:

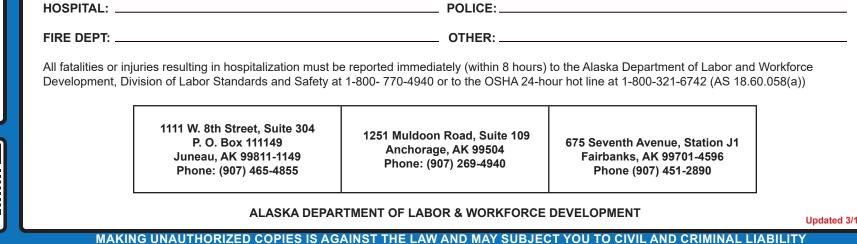
AMBULANCE:

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 seminars. For more information, employers, employees and concerned citizens may contact the Alaska Department of Labor and Workforce Development, Labor Standards and Safety Division, Occupational Safety and Health, http://labor.alaska.gov/lss/oshhome.htm.

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 a request.





+ 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 P.O. Box 111149 Juneau, AK 99811-1149 (907) 465-4855	1251 Muldoon Road, Ste 109 Anchorage, AK 99504 (907) 269-4940	675 7th Avenue, Station J Fairbanks, AK 99701-4596 (907) 451-2890 Or (907) 451-2888
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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