Job Safety and Health IT'S THE LAW!

All workers have the right to:

A safe workplace.

SKU: AZ2-27X40-ENG

- Raise a safety or health concern with your employer or OSHA, or report a workrelated 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. 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.



- 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.



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



CHILD LABOR

Federal Minimum Wage 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 at least 1½ times the regular rate of pay for all hours worked over 40 in a workweek



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

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped 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. 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 employe to express breast milk

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 enalties 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 seriou

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 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 Updated 6/23

Pregnant Workers Fairness Act (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

WHAT IS PWFA?

- 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

- 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
- 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

Updated 6/23

opportunity in all aspects of employment

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. • Employees (current and former), including managers and temporary employees

 Union members and applicants for membership in a union What Organizations are Covered?

 Most private employers State and local governments (as employers)

Job applicants

 Educational institutions (as employers) · 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 Religion National origin · Sex (including pregnancy and related conditions, sexual orientation, or gender

· Age (40 and older) • Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history) · Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.

 Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation 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 sincerelyheld

religious belief, observance or practice Job training Classification

 Obtaining or disclosing genetic information of employees Requesting or disclosing medical information of employees filing a charge, or participating in an investigation or proceeding.

Conduct that might reasonably discourage someone from opposing discrimination, Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy 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

Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/ Portal/Login.aspx -800-669-6820 (TTY)

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

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. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination or Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of

Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federa contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employmer by Federal contractors. Disability discrimination includes not making reasonable 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 Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities a

all levels of employment, including the executive level. The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, 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 Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by

Federal contractors under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or

affirmative action obligations under OFCCP's authorities should contact immediately The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W.

Washington, D.C. 20210

If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk 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 Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact.

PROGRAMS OR ACTIVITIES RECEIVING 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 inancial assistance. Employment discrimination is covered by Title VI if the primary objective 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 in educational programs or activities which receive Federal financial assistance

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

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

An Employee is encouraged to communicate to the employer whenever the employee believes working conditions may become intolerable

to the employee and may cause the employee to resign. Under section 23-1502, Arizona Revised Statutes, an employee may be required to notify an appropriate representative of the employer in writing that a working condition exists that the employee believes is intolerable, that will compel the employee to resign or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against the employer alleging that the working condition forced the employee to resign. Under the law, an employee may be required to wait for fifteen calendar days after providing written notice before the employee may resign if

the employee desires to preserve the right to bring a constructive discharge claim against the employer. An employee may be entitled to paid or unpaid leave of absence of up to fifteen calendar days while waiting for the employer to respond to the employee's written communication about the employee's working condition.







Family Medical Leave Act

EMPLOYEE RIGHTS LINDER THE FAMILY AND MEDICAL LEAVE ACT

What is FMLA leave?: The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reas epartment of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for The birth, adoption or foster placement of a child with you. Your serious mental or physical health condition that makes you unable to work,

To care for your spouse, child or parent with a serious mental or physical health condition, and Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemembe An eligible employe<mark>e who is the spouse, child, parent o</mark>r 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

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need Am I eligible to take FMLA leave?

You are an eligible employee if all of the following apply 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 work location.

Airline flight crew employees have different "hours of service" requirements ou work for a covered employer if one of the following applies: You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year You work for an elementary or public or private secondary school, or

You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management. How do I request FMLA leave? Generally, to request FMLA leave you must Give notice at least 30 days before your need for FMLA leave, o If advance notice is not possible, give notice as soon as possible

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 same reason when requesting additional leave. Your employer may request certification from a health care provider to verif nedical leave and may request certification of a qualifying exigency. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater fami<mark>ly or m</mark>edical leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

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, including shift and location, at the end of your leave

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employe determines that you are eligible, your employer must notify you in writing: How much of your requested leave, if any, will be FMLA-protected leave. 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 i court. Scan the QR code to learn about our WHD complaint process. For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd U.S. Department of Labor • Wage and Hour Division

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. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: • you ensure that your employer receives advance written or verbal notice of vour service • you have five years or less of cumulative service in the uniformed services while with that particular employer; · you return to work or apply for reemployment in a timely manner after

· you have not been separated from service with a disqualifying discharge or under other than honorable conditions. If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION 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

· reemployment; retention in employment; promotion: or any benefit of employment because of this status.

may not deny you:

· initial employment;

conclusion of service; and

 The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of **USERRA** violations • For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at can be viewed at

Office of Special Counsel, as applicable, for representation.

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.







an employer for violations of USERRA.



during the course of employment.

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. 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

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 **EXAMINEE RIGHTS**

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.

1-866-487-9243 • TTY: 1-877-889-5627 <u>www.dol.gov/whd</u>

WAGE AND HOUR DIVISION

UNITED STATES DEPARTMENT OF LABOR





Work Exposure MRSA Spinal Meningitis or TB WORK EXPOSURE TO METHICILLIN-RESISTANT STAPHYLOCOCCUS

AUREUS (MRSA), SPINAL MENINGITIS, OR TUBERCULOSIS (TB)

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

Certain classes of employees (as defined below) may more easily establish a claim related to MRSA, spinal meningitis or TB by meeting the following 1. The employee's regular course of employment involves handling or exposure to MRSA, spinal meningitis or TB. For purposes of establishing a claim

paramedics who are not employed by a health care institution; No later than thirty (30) calendar days after a possible significant exposure, the employee reports in writing to the employer the details of the exposure; 3. A diagnosis is made within the following time-frames: a. For a claim involving MRSA, the employee must be diagnosed with MRSA within fifteen (15) days after the employee reports pursuant to Item No. 2 b. For a claim involving spinal meningitis, the employee must be diagnosed with spinal meningitis within two (2) to eighteen (18) days of the possible

s considered a medical benefit under the Arizona Workers' Compensation Act for any significant exposure that arises out of and in the course of employment if the employee files a claim for the significant exposure or the employee reports in writing the details of the exposure. Providing postexposure evaluation and follow-up, including prophylactic treatment, does not, however, constitute acceptance of a claim for a condition, infection, disease or disability involving or related to a significant exposure.

Unemployment Insurance



YOU ARE COVERED BY UNEMPLOYMENT INSURANCE (UI) For an explanation of what this insurance means to you, visit our website at www.azui.com for a copy of the pamphlet A Guide to Arizona Benefits You may obtain additional information from the Unemployment Insurance office by calling (602)364-2722 in the Phoenix area, (520) 791-2722 in the

Tucson area, or toll free at 1-877-600-2722. IF YOU BECOME UNEMPLOYED, YOU MAY BE ELIGIBLE FOR UNEMPLOYMENT BENEFITS IF YOU:

• Open or reopen a claim by going on line at www.azui.com. If you do not have internet access, go to your nearest Arizona Department of Economic Security (ADES) Employment Service (ES) office for assistance. •Were separated from your last job for a non-disqualifying reason.

· Actively seek work and remain available and able to accept suitable employment. Meet all other eligibility requirements.

You may receive partial unemployment insurance payments if your hours and wages are reduced. Equal Opportunity Employer / Program • Auxiliary aids and services are available upon request to individuals with disabilities • To request this document in alternative format or for further information about this policy, contact the UI Tax Office at 602-771-6606;TTY/TDD Services: 7-1-1 • Disponible en español en línea o en la oficina local.POU-003 (8-19)

•Are registered for work with Arizona Job Connection – DES will attempt to register you based on the information you provide when your claim is

IRS Withholding

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed Form W-4 with your employer did you...

•Meet the wage requirements established by law.

Marry or divorce? Gain or lose a dependent? Change your name?

Were there major changes to... Your nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)? Your itemized deductions? Your tax credits? If you can answer "yes"...

To any of these or you owed extra tax when you filed your last return, you may need to file a new Form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS website Employer: Please poster or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and

information on this subject.

Workers' Compensation ARIZONA WORKERS' COMPENSATION LAW

Chapter 6, Arizona Revised Statutes) as amended, and all the rules and regulations of The Industrial Commission of Arizona made in pursuance thereof, and has secured the payment of compensation to employees by insuring the payment of such compensation with:

All employees are hereby further notified that in the event they do not specifically reject the provisions of the said compulsory law, they are

All employees are hereby notified that this employer has complied with the provisions of the Arizona Workers' Compensation Law (Title 23,

deemed by the laws of Arizona to have accepted the provisions of said law and to have elected to accept compensation under the terms thereof; and that under the terms thereof employees have the right to reject the same by written notice thereof prior to any injury sustained, and that the blanks and forms for such notice are available to all employees at the office of this employer. TO BE POSTED BY EMPLOYER **POLICY NUMBER**

Payday Notice

PAYDAY IS ON

PAYCHECKS ARE ISSUED ON THE

■ MONDAY ■ TUESDAY ■ WEDNESDAY ■ THURSDAY ■ FRIDAY ■ SATURDAY ■ SUNDAY **PAY SCHEDULE IS**

☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐

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

THE FAIR WAGES AND

\$14.35 per hour

EXEMPTIONS:

HEALTHY FAMILIES ACT

Effective January 1, 2024, Arizona's Minimum Wage Is:

section 206(a) of title 29 of the United States Code.

who is employed performing baby sitting services in the employer's

business that grosses less than \$500,000 in annual revenue, if that small business is exempt from having to pay a minimum wage under

For any employee who customarily and regularly receives tips or

\$3.00 per hour less than the minimum wage if the employer can

for all hours worked. Certain other conditions must be met.

As an employee, you have the following rights:

gratuities, an employer may pay tipped employees a maximum of

establish by its records that for each week, when adding tips received

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.

• 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

HEALTH INSURANCE PROTECTION

https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor https://webapps.dol.gov/elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you

may request that your case be referred to the Department of Justice or the

• You may also bypass the VETS process and bring a civil action against



Polygraph Protection The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or

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

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

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



Updated 8/16

under this section, "employee" is limited to firefighters, law enforcement officers, correction officers, probation officers, emergency medical technicians and

c. For a claim involving TB, the employee is diagnosed with TB within twelve (12) weeks of the possible significant exposure. Expenses for post-exposure evaluation and follow-up, including reasonably required prophylactic treatment for MRSA, spinal meningitis, and TB



AMBULANCE:

HOSPITAL

OSHA:

OF THE MONTH

smokefreearizona.org

1-877-4-AZNOSMOKE 1-877-429-6676



THE FAIR WAGES AND HEALTHY FAMILIES ACT The Fair Wages and Healthy Families Act (the "Act") does not apply to any person who is employed by a parent or a sibling; any person who is employed performing babysitting services in the employer's home on a casual basis; or any person employed by the State of Arizona or the United

Beginning July 1, 2017, employees are entitled to earned paid sick time and accrue a minimum of one hour of earned paid sick time for every 30 hours worked, subject to the following limitations: • Employees whose employers have less than 15 employees may only accrue or use 24 hours of earned paid sick time per year. • Employees whose employers have 15 or more employees may only accrue or use 40 hours of earned paid sick time per year.

public health emergency; and (3) absence due to domestic violence, sexual violence, abuse, or stalking. Employees may use earned paid sick time for themselves or for family members. See Arizona Revised Statutes § 23-373 for more information. **RETALIATION & DISCRIMINATION PROHIBITED:** Employers are prohibited from discriminating against or subjecting any person to retaliation for: (1) asserting any claim or right under the Act,

Certain time limits apply. A civil action may also be filed as provided in the Act. Violations of the Act may result in penalties. For additional information regarding the Act, you may refer to the Industrial Commission's website at www.azica.gov or contact the Industrial

ARIZONA LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT

Apprenticeship and Training Programs, Job Referrals, or Union Membership. REMEDY MAY INCLUDE: Employment, Reinstatement, Back Pay, Promotion, or Lost Benefits *Intake form available online at www.azag.gov State of Arizona

*COMPLAINT FORM AVAILABLE ONLINE AT WWW.AZAG.GOV

APPLICANTS FOR UNION MEMBERSHIP OR PATRONS.

State Minimum Wage

their rights under the Act. **ENFORCEMENT:** The Fair Wages and Healthy Families Act (the "Act") does not apply Any person or organization may file a complaint with the Industrial to any person who is employed by a parent or a sibling; any person

Employers are prohibited from discriminating against or subjecting any

person to retaliation for: (1) asserting any claim or right under the Act;

(2) assisting any person in doing so; or (3) informing any person of

RETALIATION & DISCRIMINATION PROHIBITED:

Commission's Labor Department alleging that an employer has violated the Act. Certain time limits apply. A civil action may also be filed as home on a casual basis; any person employed by the State of Arizona provided in the Act. Violations of the Act may result in penalties. or the United States government; or any person employed in a small

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

800 W. Washington, Phoenix, Arizona 85007-2022; (602) 542-4515.

THIS POSTER MUST BE CONSPICUOUSLY DISPLAYED IN A to wages paid, the employee received not less than the minimum wage

PLACE THAT IS ACCESSIBLE TO EMPLOYEES

Work Exposure To Bodily Fluids

Human Immunodeficiency Virus (HIV),Acquired Immune Deficiency Syndrome (AIDS) & Hepatitis C Employees are notified that a claim may be made for a condition, infection, disease, or disability involving or related to the Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), or Hepatitis C within the provisions of the Arizona Workers' Compensation Law, and the rules of The Industrial Commission of Arizona. Such a claim shall include the occurrence of a significant exposure at work, which generally means contact of an employee's ruptured or broken skin or mucous membrane with a person's blood, semen, vaginal fluid, surgical fluid(s) or any other fluid(s)

AN EMPLOYEE MUST CONSULT A PHYSICIAN TO SUPPORT A CLAIM. Claims cannot arise from sexual activity or illegal drug use. Certain classes of employees may more easily establish a claim related to HIV, AIDS, or Hepatitis C if they meet the following requirements: 1. The employee's regular course of employment involves handling or exposure to blood, semen, vaginal fluid, surgical fluid(s) or any other fluid(s) containing blood. Included in this category are health care providers, forensic laboratory workers, fire fighters, law enforcement officers,

employee reports in writing to the employer the details of the exposure as provided by Commission rules. Reporting forms are available at the office of this employer or from the Industrial Commission of Arizona, 800 W. Washington, Phoenix, Arizona 85007, (602) 542-4661 or 2675 E. Broadway, Tucson, Arizona85716, (520) 628-5188. If an employee chooses not to complete the reporting form, that employee may be at risk of losing a prima facie claim. 3.NO LATER THAN TEN (10) CALENDAR DAYS after the possible significant exposure the employee has blood drawn, and NO LATER THAN THIRTY (30) CALENDARDAYS the blood is tested for HIV OR HEPATITIS C by antibody testing and the test results are negative. 4.NO LATER THAN EIGHTEEN (18) MONTHS after the date of the possible significant exposure at work, the employee is retested and the results of the test are HIV positive or the employee has been diagnosed as positive for the presence of HIV, or NO LATER THAN SEVEN (7)

MONTHS after the date of the possible significant exposure at work, the employee is retested and the results of the test are positive for the

presence of Hepatitis C or the employee has been diagnosed as positive for the presence of Hepatitis C.

ADOSH

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

must post the citations at or near the location of the alleged violation. You have the right to protest the time frame given for correction of any violation. You have the right to obtain copies of your medical records or records of your exposure to toxic and harmful substances or conditions. Your employer must post this notice in your workplace.

> Phoenix: Tucson: 2675 East Broadway 800 West Washington Tucson, AZ, 85716 Phoenix AZ. 85007 520-628-5478 602-542-5795



Earned Paid Sick Time

States government. **ENTITLEMENT AND AMOUNT:**

Employers are permitted to select higher accrual and use limits. **TERMS OF USE:** Earned paid sick time may be used for the following purposes: (1) medical care or mental or physical illness, injury, or health condition; or (2) a

Commission's Labor Department: 800 W. Washington, Phoenix, Arizona 85007-2022; (602) 542-4515.

Employment Discrimination

Office of the Attorney General - Civil Rights Division **Phoenix Office Tucson Office** 2005 N. Central Avenue Phoenix, 400 West Congress Street Tucson, Arizona 85004 Arizona 85701 (502) 628-6500 (602) 542-5263

Labor within 30 days of the discriminatory action. You have the right to see any citations that have been issued to your employer. Your employer

The Industrial Commission and ADOSH do not cover employers of household domestic labor, those in maritime activities (covered by OSHA), those in atomic energy activities (covered by the Atomic Energy Commission) and those in mining activities (covered by the Arizona Mine Inspector's office). To file a complaint, report an emergency or seek advice and assistance from ADOSH, contact the nearest ADOSH office:

Toll free: 855-268-5251 Toll free: 855-268-5251 Industrial Commission web site: www.ica.state.az.us Note: Persons wishing to register a complaint alleging inadequacy in the administration of the Arizona Occupational Safety and Health plan may do so at the following address:



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

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

BY: Employers, Employment Agencies, or Labor Unions.

WITH RESPECT TO: Hiring, Promotion, Transfer, Termination, Salary or Benefits, Lay-Off,

(877) 491-5742 Toll Free (877) 491-5740 Toll Free (877) 624-8090 TTY Toll Free (877) 624-8090 TTY Toll Free

KEEP POSTED IN CONSPICUOUS PLACENEXT TO WORKERS' COMPENSATION NOTICE TO EMPLOYEES

U.S. Department of Labor - OSHA 230 N. 1st Ave., Ste. 202

Phoenix, AZ 85003

Telephone: 602-514-7250

Smoke-Free Arizona Act ARS§36-601.01

including requesting or using earned paid sick time; (2) assisting any person in doing so; or (3) informing any person of their rights under the Act. Each employee has the right to file a complaint with the Industrial Commission's Labor Department alleging that an employer has violated the Act.

THIS NOTICE MUST BE POSTED IN A CONSPICUOUS WELL LIGHTED PLACE FREQUENTED BY EMPLOYEES, JOB SEEKERS,

Emergency Notice

HAZARDOUS MATERIA

emergency medical technicians, paramedics and correctional officers.

2.NO LATER THAN TEN (10) CALENDAR DAYS after a possible significant exposure which arises out of and in the course of employment, the

THIS NOTICE APPROVED BY THE INDUSTRIAL COMMISSION OF ARIZONA FOR CARRIER USE