All workers have the right to:

■ Raise a safety or health concern with

Receive information and training on

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

Participate (or have your representative

participate) in an OSHA inspection and

30 days (by phone, online or by mail)

if you have been retaliated against for

speak in private to the inspector.

■ File a complaint with OSHA within

See any OSHA citations issued to

Request copies of your medical

injury and illness log.

records, tests that measure hazards

in the workplace, and the workplace

Contact OSHA. We can help.

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

do not equal the minimum hourly wage, the employer must make up the difference.

Some state laws provide greater employee protections; employers must comply with both.

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

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

ner laws that apply to workers affected by pregnancy, childbirth, or related medical conditions, include

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

WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT WORKERS?

The U.S. Equal Employment Opportunity Commission (FEOC) enforces Federal laws that

WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT WORKERS?

Receiving appropriately sized uniforms and safety apparel

Taking leave or time off to recover from childbirth

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

also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

substances in your workplace.

job hazards, including all hazardous

your employer or OSHA, or report a work-

related injury or illness, without being

A safe workplace.

retaliated against.

OSHA on your behalf.

using your rights.

your employer.

Employers subject to the

state minimum wage law are

CHILD LABOR

obligated to pay the higher rate

may be used by the employee to express breast milk.

defined as causing significant difficulty or expense.

Being able to sit or drink water

Receiving closer parking

OSHA Job Safety and Health

IT'S THE LAW!

Provide employees a workplace free from

rights under the law, including raising a

health and safety concern with you or

with OSHA, or reporting a work-related

■ Comply with all applicable OSHA standards.

fatalities within 8 hours, and all inpatient

hospitalizations, amputations and losses

Provide required training to all workers

in a language and vocabulary they can

Prominently display this poster in the

Post OSHA citations at or near the

place of the alleged violations.

FREE ASSISTANCE to identify and correct

hazards is available to small and medium-

through OSHA-supported consultation

programs in every state.

sized employers, without citation or penalty,

■ Report to OSHA all work-related

of an eye within 24 hours.

recognized hazards. It is illegal to retaliate

against an employee for using any of their

Employers must:

injury or illness.

understand.

workplace.

• Follow your employer's normal policies for requesting leave, • Give notice at least 30 days before your need for FMLA leave, or • If advance notice is not possible, give notice as soon as possible

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 verify medical 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 family or medical 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 leave or cooperating with a WHD

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 no eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing: About your FMLA rights and responsibilities, and

• 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 of

file a private lawsuit against your employer in 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 <u>www.dol.gov/whd</u> U.S. Department of Labor • Wage and Hour Division

Updated 4/23

HEALTH INSURANCE PROTECTION

Advisor can be viewed at

YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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.

 vou have not been separated from service with a disqualifying discharge or under other than honorable conditions.

 initial employment; reemployment; retention in employment; • promotion; or

any benefit of employment because of this status.

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.

• If you leave your job to perform military service, you have the right to

Service (VETS) is authorized to investigate and resolve complaints of • 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 https://www.dol.gov/agencies/vets/. An interactive online USERRA

The U.S. Department of Labor, Veterans Employment and Training

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 Office of Special Counsel, as applicable, for • You may also bypass the VETS process and bring a civil action against an employer for violations of 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









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.

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.

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**

have test results disclosed to unauthorized persons.

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

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

WAGE AND HOUR DIVISION





Rogers

Searcy

Russellville

Texarkana

West Memphis

UNITED STATES DEPARTMENT OF LABOR

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

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 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)

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

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.

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 year

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

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

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 provision

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

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

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

· 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

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)

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

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.

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

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.

Equal Employment Opportunity

Protected Veteran Status

Know Your Rights: Workplace Discrimination is Illegal

protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help. Who is Protected? rrent and former), including managers and temporary employees

The PUMP Act which provides nursing mothers a time and private place to pump at work (enforced by the U.S. Department of Labor)

 Union members and applicants for membership in a union What Organizations are Covered? Most private employers · State and local governments (as employers)

Educational institutions (as employers)

Staffing agencies

AMBULANCE:

HOSPITAL:

ALTERNATE:

PAYCHECKS ARE ISSUED ON THE

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:

 National origin • Sex (including pregnancy and related conditions, sexual orientation, or gender identity) Age (40 and older) Genetic information (including employer requests for, or purchase, use, or disclosure of enetic tests, genetic services, or family medical history)

Retaliation for filing a charge, reasonably opposing discrimination, or participating in a liscrimination lawsuit, investigation, or proceeding. • Interference, coercion, or threats related to exercising rights regarding disability liscrimination 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 Pay (unequal wages or compensation) Failure to provide reasonable accommodation for a disability or a sincerelyheld religious belief, observance or practice

 Job training Obtaining or disclosing genetic information of employees Requesting or disclosing medical information of employees Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding. 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 accommodation

What can You Do if You Believe Discrimination has Occurred? Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are Race, Color, National Origin, Sex strict time limits for filing a charge of discrimination (180 or 300 days, depending on where ou live/work). You can reach the EEOC in any of the following ways: Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/

1_800_669_6820 (TTV) 1–844–234–5122 (ASL video phone) 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 mitments 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 on the following

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 opportunity in all aspects of employment.

Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal 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, journal training, classification, referral, and other aspects of employment 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 a 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 at all levels of employment, including the executive

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

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C

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 elecommunications 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 In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended,

Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. 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 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.

FIRE-RESCUE: PHYSICIAN: **POLICE: HAZARDOUS MATERIAL:**

Payday Notice PAYDAY IS ON

Emergency Notice

□ MONDAY □ TUESDAY □ WEDNESDAY □ THURSDAY □ FRIDAY □ SATURDAY □ SUNDAY

PAY SCHEDULE IS

□ WEEKLY □ BI-WEEKLY □ SEMI-MONTHLY □ MONTHLY □

OF THE MONTH

TO REORDER, CALL 1-888-488-7678 OR ORDER AT STATEANDFEDERALPOSTER.COM





Family Medical Leave Act

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

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

Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month • The birth, adoption or foster placement of a child with you, Your serious mental or physical health condition that makes you unable to

• 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 servicemember.

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

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

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

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 employer during the 12 months before your leave, and Your employer has at least 50 employees within 75 miles of your work location.

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.

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

You work for a **covered employer if one** of the following applies:

USERRA

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS •

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

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 may not deny you:

employees.

Polygraph Protection

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

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







Wage & Sex Discrimination

WAGE AND SEX DISCRIMINATION 11-4-601. Discrimination on the basis of sex prohibited

(a) Every employer in the state shall pay employees equal compensation for equal services, and no employer shall discriminate against any employee in the matter of wages or compensation solely on the basis of the sex of the employee. (b) An employer who violates or fails to comply with the provisions of this section shall be guilty of a Class C misdemeanor, and each day that the violation or failure to comply continues shall be a separate offense.

11-4-602 - 11-4-606. [Reserved.] 11-4-607. Definitions for §§11-4-608 - 11-4-612.

As used in §§11-4-608 - 11-4-612, unless the context otherwise requires: (1)(A) "Employees" shall mean any person employed for hire in any lawful business, industry, trade, profession, or enterprise. (B) However, it shall not include persons engaged in domestic service in the home of the employer; in agricultural service, or in temporary or seasonal employment; employees of any social club, fraternal, charitable, educational, religious, scientific, or literary association, no part of the net earnings of which inures to the benefit of any private individual;

11-4-608. Penalties for violation of §§11-4-607 - 11-4-612. Any employer who violates any provision of §§11-4-607 - 11-4-612, or who discharges or in any other manner discriminates against any employee because the employee has made a complaint to his or her employer, the Director of the Department of Labor, or any other person, has instituted or caused to be instituted any proceedings under or related to §§11-4-607 - 11-4-612, or has testified or is about to testify in any such proceeding shall be fined not more than five 16 hundred dollars (\$500) nor imprisoned more than one (1) year, or both.

11-4-609. Administration of §§11-4-607 - 11-4-612. The Director of the Department of Labor shall have the power and it shall be his or her duty to carry out and administer the provisions of §§11-4-607 - 11-4-612. 11-4-610. Wage discrimination between sexes prohibited.

(2) "Employer" shall include any person, natural or artificial, acting in the interest of an employer directly or indirectly; and

(3) "Employment" means any employment under contract of hire, expressed or implied, written or oral.

claim. The director shall not be required to pay any court costs in connection with the action.

(a) No employer shall discriminate in the payment of wages as between the sexes or shall pay any female in his or her employ salary or wage rates less than the rates paid to male employees for comparable work. (b) Nothing in §§11-4-607 - 11-4-612 shall prohibit a variation in rates of pay based upon a difference in seniority, experience, training, skill, ability, differences in duties and services performed, differences in the shift or time of day worked, or any other reasonable differentiation except

(b)(1) Action to recover the wages may be maintained in any court of competent jurisdiction by any one (1) or more employees. (2) Any agreement between the employer and the employee to work for less than the wage to which the employee is entitled under §§11-4-607 - 11-4-612 shall be no defense to the action. (3) In addition to any wages recovered, the court in the action shall allow an additional equal amount of liquidated damages plus a reasonable attorney's fee and court costs. (4) At the request of any employee paid less than the wage to which he or she is entitled under §§11-4-607 - 11-4- 612, the Director of the

Department of Labor may take an assignment of the wage claim in trust for the employee and shall bring any legal action necessary to collect the

(c) Any action to recover wages and liquidated damages based on violation of §11-4-610 must be commenced within two (2) years of the accrual

(a) An employer who violates the provisions of §11-4-610 shall be liable to the employee or employees affected in the amount of their unpaid

thereof and not afterwards. 11-4-612. Employer to keep records.

Camden

Conway

11-4-611. Action to collect unpaid wages.

(a) Every employer subject to §§11-4-607 - 11-4-612 shall keep and maintain records of the salaries and wage rates, job classifications, and other terms and conditions of employment of the persons employed by him or her, and the records shall be preserved for a period of three (3) years. (b) The records shall also be made available to the parties and to the court wherein an action to recover unpaid wages under this subchapter is pending.

Smoking is prohibited in all public places and enclosed areas within places of employment. For more information go to: www.arcleanair.com Or call 1-800-235-0002 It is unlawful for any employer to discriminate or retaliate in any manner against a person for making a complaint of a possible violation. **Arkansas State Board of Health**

Clean Indoor Air Act

Unemployment Insurance

ARKANSAS Division of WORKFORCE SERVICES NOTICE TO EMPLOYEES HOW TO CLAIM UNEMPLOYMENT INSURANCE

__are covered by the Division of Workforce Services Law.

The Law provides Unemployment Benefits for unemployed workers and under certain conditions for those working only part time. As a covered employee, your employer has contributed to or will reimburse the Arkansas Unemployment Trust Fund from which benefits are paid. NO DEDUCTIONS CAN BE MADE FROM YOUR WAGES FOR THIS PURPOSE. Be sure your employer has your correct Social Security Number.

A. If and when you know you are going to be out of work for a calendar week or more, YOU SHOULD PROMPTLY: File a claim for benefits through the Division of Workforce Services. We will try to help locate work for you both before benefit payments start and while they are being paid. B. If you are attached to a regular employer, working less than full time due entirely to lack of work, you may be eligible for partial Unemployment

In that case, claim partial benefits --promptly --by reporting the facts (dates, wages, employer). Do not delay doing this. Our Local Office will answer questions and supply further information. Full time Local Offices are situated in the following cities to provide services to Unemployment Insurance Claimants:

Magnolia

Malvern

Arkadelphia El Dorado Mena Monticello Batesville **Fayetteville Hot Springs Forrest City Mountain Home** Jonesboro Fort Smith **Blytheville** Little Rock Newport

Harrison

Helena

increasing Unemployment Insurance Payments, are violations of criminal laws and lead to prosecution. *** Servicios de Interpretación/Traducción disponibles por medio de su oficina local. --- Ewōr Jerbal in ukok ikijien jeje im kennaan ilo opij ko ijo kwoj pād ie. --- Các Dịch Vụ Thông Dịch/Phiên Dịch có sẵn qua văn phòng địa phương của quý vị. --- ຫ້ອງການປະຈຳທ້ອງຖິ່ນຂອງທ່ານໃຫ້ບໍຣິການນາຍພາສາແລະການແປເອກະສານ --- Interpretation/Translation services available through your local office.***

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

CAUTION: False statements to obtain benefits, concealment of material facts, or failure to report earnings for the purpose of obtaining or

Paragould

Pine Bluff

State Minimum Wage

ARKANSAS DEPARTMENT OF LABOR AND LICENSING NOTICE to employer & employee

All employees covered by Arkansas Code 11-4-202 to 11-4-220 must be paid a minimum wage of at least:

\$9.25 an hour effective January 1, 2019 with an allowance for gratuities

not to exceed \$6.62 per hour.

\$10.00 an hour effective January 1, 2020 with an allowance for

gratuities not to exceed \$7.37 per hour. \$11.00 an hour effective January 1, 2021 with an allowance for gratuities not to exceed \$8.37 per hour.

The Arkansas Minimum Wage applies to an employer of four (4) or more persons. Common exemptions include:

Any full-time student attending any accredited institution of education within

exceed twenty (20) hours during weeks that school is in session or forty (40)

hours during weeks when school is not in session, such rate of wage shall

be equal to not less than eighty-five (85%) of the applicable minimum wage

provided a Student Certificate of Eligibility is obtained from the Arkansas

Department of Labor and Licensing. Student workers subject to the 85%

provision of the applicable minimum wage rate and a gratuity allowance

shall not be paid less than the base wage guaranteed any other employee

The Director has established rules for employment of these workers. For

A "Student-Learner" is a person who is receiving regular instructions in an

accredited school and who is employed on a part-time basis in a bona fide

training program. For further information contact the Department of Labor

Overtime compensation must be paid at the rate of one and one-half times

the regular hourly rate of pay for hours worked in excess of 40 hours in a

workweek. This overtime provision shall not be applicable with respect to

A workweek is a regularly recurring period of 168 hours in the form of seven

employers with less than 4 employees, or agricultural employees

The Director of the Division of Labor or his representatives have the

(b) require written or sworn statements from an employer about his

No deduction from the applicable minimum wage may be made except

those authorized or required by law or by rule of the Director of Labor,

for the employee's benefit may be made if authorized in writing by the

All employers subject to the Minimum Wage Law must keep accurate records for a period of three (3) years. These records must include the

each pay period for all employees covered by the law. In addition, every

allowances and must maintain records which will substantiate the amount of

tips actually received by the employee or the employer's reasonable cost in

No employer in the State of Arkansas shall discriminate in the payment of

or difference in duties and services performed, or difference in the shift

or time of the day worked, or any other reasonable differentiation except

difference in sex. Every employer shall keep and maintain records of the

salaries and wage rates, job classifications and other terms and conditions

of employment of the persons employed by him and such records shall be

Any employer who willfully hinders or delays the Director or his authorized

representative in the performance of his duties in the enforcement of

employer who claims an allowance for tips, board, lodging, apparel or

however, deductions which are not otherwise prohibited and which are

(a) enter and inspect any place of employment in the State to examine

books, payrolls, and records having to do with wages and hours. He may

copy these records if necessary and may question any employees to find

further information contact the Department of Labor and Licensing.

the State of Arkansas, and who is employed to work an amount not to

*Executive, administrative or professional employees.

*Students who work in the schools they are attending.

*Outside commission-paid salesmen.

*Some farm laborers

STUDENT RATE

*Independent contractors.

*Employees of the United States.

subject to a gratuity allowance.

HANDICAPPED WORKERS

consecutive 24-hour periods.

out if the law is being obeyed;

KEEPING OF RECORDS

(c) enforce all administrative rules

employees' earnings and hours of work; and

DEDUCTIONS FROM THE MINIMUM WAGE

supplying items or services to the employee.

preserved for a period of three (3) years.

STUDENT-LEARNERS

and Licensing.

OVERTIME PAY

*Students whose work is a part of a bona fide vocational training program.

EMPLOYEES REMEDIES The Director of Labor may enforce Arkansas minimum wage law by instituting legal action to recover any wages due. An employee may bring an action for equitable and monetary relief against an employer if the employer pays the employee less than the minimum wages, including overtime wages, to which the employee is entitled. The employee shall not be required to exhaust administrative remedies before bringing an action. An employee may recover the full amount of wages due plus costs and a reasonable attorney's fee. The employee may also be awarded an additional

After August 1, 2023, permits will no longer be required. NOTE: All state and federal laws regarding work activities and hours will remain in effect and will be enforced. Enhanced civil and criminal penalties for child labor law

certificates. Employment certificates for children ages 14 and 15 are not required for seasonal agricultural laborers, newspaper carriers, or batboys of professional baseball clubs, or sports referees. Special provisions govern the employment of children in the entertainment industry, otherwise, children who are 14 and 15 years of age may not work:

*Before 6:00 a.m. nor after 7:00 p.m.except on nights preceding non-school days, such children may work until 9:00 p.m. Children under 14 may not be employed except in the entertainment industry, as newspaper carriers, bat boys or bat girls of professional baseball clubs, sports referees, to hand harvest short season crops, or by

their parents or guardians during school vacation. 10 hours in a twenty-four hour period.

*More than 54 hours a week *Before 6:00 a.m. nor after 11:00 p.m.except that the limitations of 6:00 a.m. and 11:00 p.m. shall not apply to children 16 years of age employed on nights preceding non-school days in occupations determined by rule of the Arkansas Department of Labor and Licensing to be sufficiently safe for their employment. Provided, however, that no boy or girl between the ages of 16 and 18 shall be subject to the provisions of this Act if: (a) such boy or girl is a graduate of any high school, vocational

Copies of the complete laws and administrative rules are available

TDD (800) 285-1131

Public employers are responsible for the following as set out by the law:

a. Existing labels on containers of hazardous chemicals are not to be removed b. If a chemical is transferred to another container, it must also be labeled with the name and appropriate warnings, as provided in this law c. A public employer is not required lo label chemicals that have been transferred to a portable container by an employee when that employee is going to

. Public employers must maintain current copies of each MSDS and have them available to employees and their designated representatives upon request within the prescribed time c. The employer must not require an employee lo work with a chemical until a MSDS can be furnished except as indicated by this law

a. The Workplace Chemical List must show the chemical or common name used on the MSDS and/or the container label, the Chemical Abstracts Service Number and the work area where it will normally be used, generated, or stored b. Chemical lists shall be filed with the Director of Labor no later than October 14, 1991, updated when necessary, and refilled July 1 of each year 5. Provide employees with Information and training

c. Information and training programs must meet the requirements specified in the law and in the regulations of the Director of Labor d. Information and training programs must be developed by January 15, 1992, and initial information and training must be provided prior to July 15, 1992. Employers must keep a record of the dates of training sessions given to their employees e. The Director of Labor's rules and regulations concerning refresher training and training exemptions must be followed

b. All information will be kept confidential **PUBLIC EMPLOYEES' RIGHTS** Public employees who may be exposed to hazardous chemicals must be informed and shall have access to the Workplace Chemical List, MSDSs for the chemicals on the list, and information and training as provided in this act. A public employee cannot be disciplined, discharged or discriminated against for requesting information, filing a complaint, assisting an inspector of the Department of Labor, causing any complaint or proceeding to be instituted, testifying

his designated representative has the authority to enter the workplace and conduct a thorough investigation of the complaint as specified by this law. If the Director of Labor finds a public employer in violation of this law, he shall issue an order to cease and desist the act or omission constituting the violation. If the Director of labor finds that a public employer has failed to provide the required Information and training by the prescribed lime, he may conduct the program and charge the employer for the costs incurred. Violation of this act shall be cause for adverse personnel action against the responsible supervisor as set out in this act.

The provision of information to a public employee does not affect the liability of the employer with regard to the health and safety of the employee, or the employer's responsibility to prevent the occurrence of occupational disease. The provision of Information to an employee also does not affect any other duly or responsibility of a chemical manufacturer or distributor to warn users of a hazardous chemical.

PH. (501) 682-4500

Since you last filed Form W-4 with your employer did you... Marry or divorce?

Gain or lose a dependent? Change your name? Were there major changes to...

hand drying device. www.healthyarkansas.com

Form AR-P

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?

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

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

D

Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check

information on this subject.

Handwashing

Hand Cleaning Procedure

Mail: P. O. Box 950, Little Rock, AR 72203-0950 §11-9-403, 407 Little Rock Office - 1-800-622-4472 / 501-682-3930 AWCC Rule7 Springdale Office - 1-800-852-5376 / 479-751-2790 Updated: 06-16-14 WORKERS' COMPENSATION INSTRUCTIONS TO EMPLOYERS AND EMPLOYEES All employees of this establishment entitled to benefits under the provisions of the Arkansas workers' compensation laws are hereby notified that their employer has secured the payment of such compensation as may at any time be due employees or their dependents. This employer is required by state law to provide workers'

(Place label indicating Insurer's Name, Claims Office Address, Claims Office Phone Number and Policy Expiration Date)

3. Provide prompt reporting of accidents to appropriate parties. 4. Keep a record of all injuries received by its employees. The employee shall report the injury to the employer on Form N and to a person or at a place specified by the employer, unless the injury either renders the employee

Ark. Code Ann. § 11-9-514(b) states: "Treatment or services furnished or prescribed by any physician other than the ones selected according to the foregoing, except emergency treatment, shall be at the claimant's expense." Ark. Code Ann. § 11-9-514(f), however, indicates: When compensability is controverted, subsection (b) shall

discriminates against any employee because such employee has made any complaint to his employer, to the Director of Labor, or his authorized representative that he has not been paid minimum wages in accordance with the law, or because such employee has caused to be instituted or is about to cause to be instituted any proceeding under or related to the law, or because such employee has testified or is about to testify in any such proceeding shall be deemed in violation of the Minimum Wage Law and shall be subject to a civil penalty of not less than fifty dollars (\$50.00) and not more than one thousand dollars (\$1,000.00) for each violation. For the purpose of this section, each day the violation continues shall constitute

authorized to petition any court of competent jurisdiction to enjoin or restrain any person, firm, corporation, partnership, or association who violates the provision of the law or any rule

a separate offense. In addition to the civil penalty, the Director of Labor is

the Minimum Wage Law or of any rule issued under it shall be subject

to a civil penalty of not less than fifty dollars (\$50.00) and not more than one thousand dollars (\$1,000.00) for each violation. For the purpose of

this subsection, each such violation shall constitute a separate offense.

Any employer who willfully discharges or in any other manner willfully

amount up to but not greater than the amount of wages found to be due, to be paid as liquidated damages for willful violations.

violations were provided by Act 687 of 2023. State law regulates the employment of minors under the age of 17 and, generally, requires children under the age of 16 to have employment

*More than 8 hours a day. *More than 6 days a week. *More than 48 hours a week.

Children who are 16 years of age may not work: *More than 10 consecutive hours in any oneday; no more than ten *More than 6 days a week.

school or technical school; (b) such boy or girl is married or is a parent. Act 647 of 1987 allows for the employment of children in the entertainment

independent contractor, provided that the amount in controversy does not exceed the sum of two thousand dollars (\$2,000.00). Employees who need help in collecting wages due them should contact the Arkansas Labor Department and Licensing. Telephone 682-4599.

ARKANSAS DEPARTMENT OF LABOR AND LICENSING DIVISION OF LABOR 900 WEST CAPITOL LITTLE ROCK, ARKANSAS 72201 FAX (501) 682-4506

EMPLOYEES.

The purpose of this law is to provide public employees access to training and information concerning hazardous chemicals in order to enable

PUBLIC EMPLOYERS' DUTIES 1. Post adequate notice to Inform employees of their rights 2. Ensure proper chemical labeling

3. Maintain and make material safety data sheets available a. Chemical manufacturers and distributors must provide public employers with the appropriate MSDSs within the prescribed times

e. Public employers shall provide a copy of MSDSs to the Director of Labor upon request 4. Compile and maintain a workplace chemical list for hazardous chemicals used, generated, or stored in amounts of 55 gallons or 500 pounds or more

6. Handle trade secrets in accordance with provisions set out in the law a. The Director of Labor can request data substantiating a trade secret claim when asked lo by an employee, designated representative, or public employer

COMPLAINTS AND INVESTIGATIONS

EMPLOYERS ARE REQUIED TO POST THIS NOTICE IN A CONSPICUOUIS PLACE

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Fingers, finger tips, areas between the fingers, hands and arms shall be vigorously lathered and scrubbed for 10 to 15 seconds, followed by Thorough rinsing under clean, running warm water; and Immediately followed by thorough drying with individual, disposable towels or a heated

If you can answer "yes"...

Workers' Compensation ARKANSAS WORKERS' COMPENSATION COMMISSION 324 Spring Street, Little Rock, AR 72201

2. Provide compensation payments in accordance with the provisions of the law. The first installment of compensation becomes due on the 15th day after the employer has notice of the injury or death, except in those cases where liability has been denied by the employer.

medical, or other benefits prior to receipt of the employee's notice of injury. All reporting procedures specified by the employer must be reasonable and shall afford each employee reasonable notice of the reporting requirements. The foregoing shall not apply when an employee requires emergency medical treatment outside the

(3) The alleged injury is later found to be a compensable injury; and (4) The employer has not made a previous offer of medical treatment. If you have any questions regarding your rights under the Arkansas workers' compensation laws, you may call an Arkansas Workers' Compensation Commission legal

All employers who come within the operation of the Arkansas workers' compensation laws and have complied with its provisions must post this notice in a **CONSPICUOUS** place in or about their place or places of business.

Chemical Right To Know Act

them to minimize (heir exposure to such chemicals and protect their health, safety and welfare.

d. An employee who declines to work with a chemical may not be penalized

a. The Director of Labor is responsible for maintaining a general information and training assistance program to aid public employers b. Additional training must be provided when a new hazard is introduced, when new information is received, or before new employees are assigned to a job

in any proceeding, or exercising any tight afforded by this law. Any waiver of the benefits or requirement of this law are a violation and are therefore null and The Director of the Department of Labor will investigate written and oral complaints from public employees concerning violations of this law The Director or

CAUSE OF ACTION - ATTORNEY FEES Any citizen denied their rights under this law may commence civil action in circuit court and the court shall hear the petition within seven days. The court shall have the jurisdiction to restrain violations of this act and to order all appropriate relief. Those who refuse to comply with these orders will be in contempt of court Attorney fees and court costs will be assessed to the defendant and plaintiff as set out by the law.

> **10421 WEST MARKHAM LITTLE ROCK, ARKANSAS 72205**

ARKANSAS DEPARTMENT OF LABOR

IRS Withholding

Employees shall keep their hands and exposed portions of their arms clean. Wash hands after each visit to the toilet & after any other probable contamination. Food employees shall clean their hands and exposed portions of their arms with soap for at least 20 seconds in a designated hand wash sink.

compensation coverage or this employer has waived the exclusion or exemption from the operation of the workers' compensation laws, and the employer certifies by the display of this poster that workers' compensation coverage is now provided by a workers' compensation insurance policy or by enrollment in the Arkansas Self-Insurance Program or by the Public Employee Claims Division of the Arkansas Insurance Department.

IN CASE OF JOB-RELATED INJURIES OR OCCUPATIONAL DISEASES The Employer Shall: 1. Provide all necessary medical, surgical and hospital treatment, as required by law, following the injury and for such additional time as ordered by the Workers'

physically or mentally unable to do so, or the injury is made known to the employer immediately after it occurs. The employer shall not be responsible for disability,

employer's normal business hours; however, in that event, the employee shall cause a report of the injury to be made to the employer on the employer's next regular business day. Failure to give such notice shall not bar any claim (1) if the employer had knowledge of the injury or death, (2) if the employee had no knowledge that the condition or disease arose out of and in the course of employment, or (3) if the Commission excuses such failure on the grounds that for some satisfactory reason such notice could not be given. Objection to failure to give notice must be made at or before the first hearing on the claim.

(1) The employee requests medical assistance in writing prior to seeking the same as a result of an alleged compensable injury; and (2) The employer refuses to refer the employee to a medical provider within forty-eight (48) hours after such written request as provided above; and

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industry provided the child is issued an Entertainment Work Permit by the Director of Labor. Child labor violations result in a civil money penalty of not less than \$100.00 and not more than \$5,000.00 for each violation. IF YOU HAVE QUESTIONS CONCERNING THE ARKANSAS MINIMUM WAGE LAW, TELEPHONE 682-4534. **WAGE COLLECTION ACT** The Wage Collection Act provides assistance to any employee in the name, address, occupation, rate of pay, hours worked and the amount paid collection of wages due him or her for work performed. Work performed shall include all or any work or service performed by any person employed for any period of time where the wages or salary or remunerations for such other items or services as part of the applicable minimum wage rate, must work or services are to be paid at stated intervals or at the termination maintain daily records showing for each employee the amounts claimed as of such employment, or for physical work actually performed by an

THIS POSTER CONTAINS ONLY A SUMMARY wages as between the sexes or shall pay any female in his employ, salary or wage rate less than the rates paid to male employees for comparable work. Provided, however, that nothing in this Act shall prohibit a variation in rates from the Department of Labor and Licensing. of pay based upon a difference in seniority, experience, training, skill, ability,

> EMPLOYERS SUBJECT TO THE MINIMUM WAGE ACT ARE REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE FOR ALL