THE FAIR WAGES AND

TIPS AND GRATUITIES:

\$13.85 per hour

EXEMPTIONS:

HEALTHY FAMILIES ACT

Effective January 1, 2023, Arizona's Minimum Wage Is:

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

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 baby sitting services in the employer's

home on a casual basis; any person employed by the State of Arizona

or the United States government; or any person employed in a small

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.

administers and enforces the requirements of the Act

Your employer must post this notice in your workplace.

Industrial Commission web site: www.ica.state.az.us

gratuities, an employer may pay tipped employees a maximum of

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

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.

1. The employee's regular course of employment involves handling or exposure to MRSA, spinal meningitis or TB. For purposes of establishing a claim under this section, "employee" is limited to firefighters, law enforcement officers, correction officers, probation officers, emergency medical technicians and

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 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 is 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

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. •Meet the wage requirements established by law. •Are registered for work with Arizona Job Connection – DES will attempt to register you based on the information you provide when your claim is

• 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)

IRS Withholding YOU MAY NEED TO CHECK YOUR WITHHOLDING

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

■ MONDAY
■ TUESDAY
■ WEDNESDAY
■ THURSDAY
■ FRIDAY
■ SATURDAY
■ SUNDAY

PAY SCHEDULE IS ☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐ OF THE MONTH PAYCHECKS ARE ISSUED ON THE

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

will compel the employee to resign or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim **PAYDAY IS ON** 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.



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

against the employer alleging that the working condition forced the employee to resign.



12-month period to care for the service member with a serious injury or illness.





Employers must:

injury or illness.

understand.

workplace.

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

Federal Minimum Wage

\$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 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs

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.

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime

from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.

death or serious injury of any minor employee, and such assessments may be doubled when

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

protections and correctly classified independent contractors are not.

The U.S. Equal Employment Opportunity Commission (EEOC)

employment. If you believe you've been discriminated against at work

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

enforces Federal laws that protect you from discrimination in

Union members and applicants for membership in a union

What Types of Employment Discrimination are Illegal?

you, regardless of your immigration status, on the bases of:

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

Sex (including pregnancy and related conditions, sexual orientation,

Genetic information (including employer requests for, or purchase,

use, or disclosure of genetic tests, genetic services, or family medical

· Retaliation for filing a charge, reasonably opposing discrimination, or

participating in a discrimination lawsuit, investigation, or proceeding.

Harassment (including unwelcome verbal or physical conduct)

Failure to provide reasonable accommodation for a disability or a

What Employment Practices can be Challenged as

sincerelyheld religious belief, observance or practice

Obtaining or disclosing genetic information of employees

Requesting or disclosing medical information of employees

Submit an inquiry through the EEOC's public portal: https://

Conduct that might reasonably discourage someone from opposing

discrimination, filing a charge, or participating in an investigation or

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

Additional information about the EEOC, including information about

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 on the following

filing a charge of discrimination, is available at www.eeoc.gov.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR

The Department of Labor's Office of Federal Contract

180 or 300 days, depending on where you live/work). You can reach

All aspects of employment, including:

Pay (unequal wages or compensation)

the EEOC in any of the following ways:

publicportal.eeoc.gov/Portal/Login.aspx

-844-234-5122 (ASL video phone)

Visit an EEOC field office (information at

Call 1–800–669–4000 (toll free)

1-800-669-6820 (TTY)

www.eeoc.gov/field-office)

E-Mail info@eeoc.gov

SUBCONTRACTS

• Discharge, firing, or lay-off

or in applying for a job, the EEOC may be able to help.

If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer

requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee

has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and

other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the

the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or

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

· 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

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

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

Equal Employment Opportunity

National Origin

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity,

discrimination by Federal contractors based on race, color, religion,

affirmative action to ensure equality of opportunity in all aspects of

Executive Order 11246, as amended, protects applicants and

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 employment by Federal

accommodation to the known physical or mental limitations of an

contractors. Disability discrimination includes not making reasonable

otherwise qualified individual with a disability who is an applicant or

employee, barring undue hardship to the employer. Section 503 also

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as

against, and requires affirmative action to recruit, employ, and advance

veterans (i.e., within three years of discharge or release from active

duty), active duty wartime or campaign badge veterans, or Armed

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

Any person who believes a contractor has violated its nondiscriminatio

or affirmative action obligations under OFCCP's authorities should

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

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

regional or district office, listed in most telephone directories under

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL

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,

in programs or activities receiving Federal financial assistance.

Employment discrimination is covered by Title VI if the primary

prohibits discrimination on the basis of race, color or national origin

objective of the financial assistance is provision of employment, or

where employment discrimination causes or may cause discrimination

Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal

in providing services under such programs. Title IX of the Education

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 disabilitie

who, with or without reasonable accommodation, can perform the

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.

U.S. Government, Department of Labor and on OFCCP's "Contact Us"

The Office of Federal Contract Compliance Programs (OFCCP)

amended, 38 U.S.C. 4212, prohibits employment discrimination

requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all

employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the

sex, sexual orientation, gender identity, or national origin, and requires

Executive Order 11246, as amended, prohibits employment

Asking About, Disclosing, or Discussing Pay

compensation of other applicants or employees.

levels of employment, including the executive level.

in employment, disabled veterans, recently separated

Protected Veteran Status

Forces service medal veterans.

contact immediately:

ASSISTANCE

financial 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

notify an appropriate representative of the employer in writing that a working condition exists that the employee believes is intolerable, that

to the employee and may cause the employee to resign. Under section 23-1502, Arizona Revised Statutes, an employee may be required to

Individuals with Disabilities

essential functions of the job.

U.S. Department of Labor

Washington, D.C. 20210

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

200 Constitution Avenue, N.W.

Race, Color, National Origin, Sex

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.

workplace fatality or within 24 hours of

Provide required training to all workers

in a language and vocabulary they can

any work-related inpatient hospitalization,

Notify OSHA within 8 hours of a

amputation, or loss of an eye.

Prominently display this poster in the

Post OSHA citations at or near the

place of the alleged violations.

On-Site Consultation services are

programs in every state.

available to small and medium-sized

employers, without citation or penalty,

through OSHA-supported consultation

recognized hazards. It is illegal to retaliate

against an employee for using any of their

NOTE: OSHA REQUIRES THAT REPRODUCTIONS OR FACSIMILES OF THE POSTER BE AT LEAST 8.5" X 14" INCHES WITH 10 POINT TYPE

SKU: AZ2-27X40-ENG

All workers have the right to:

Raise a safety or health concern with

related injury or illness, without being

Receive information and training on

substances in your workplace.

job hazards, including all hazardous

Request a confidential OSHA inspection

of your workplace if you believe there are

unsafe or unhealthy conditions. You have

the right to have a representative contact

Participate (or have your representative)

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

This poster is available free from OSHA.

Contact OSHA. We can help.

state minimum wage law are

obligated to pay the higher rate

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

with certain work hours restrictions. Different rules apply in agricultural employment.

OVERTIME PAY:

TIP CREDIT:

must make up the difference.

participate in any proceeding under the FLSA.

certificates issued by the Department of Labor.

ADDITIONAL INFORMATION:

NURSING MOTHERS:

ENFORCEMENT:

Puerto Rico.

Know Your Rights:

Job applicants

Workplace Discrimination is Illegal

What Organizations are Covered?

State and local governments (as employers)

Educational institutions (as employers)

Most private employers

Staffing agencies

Color

 Religion National origin

Disability

or gender identity

Discriminatory?

Hiring or promotion

Assignment

Benefits

Referral

Job training

Classification

Age (40 and older)

records, tests that measure hazards

in the workplace, and the workplace

participate) in an OSHA inspection and

your employer or OSHA, or report a work-

A safe workplace.

retaliated against.

OSHA on your behalf.

using your rights.

your employer.

injury and illness log.



Family Medical Leave Act

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

LEAVE ENTITLEMENTS: Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month The birth of a child or placement of a child for adoption or foster care;

 To bond with a child (leave must be taken within 1 year of the child's birth or placement); To care for the employee's spouse, child, or parent who has a qualifying serious health condition; • For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job; • For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent. An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies. BENEFITS & PROTECTIONS: While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other

employment terms and conditions. An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA. ELIGIBILITY REQUIREMENTS: An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The

· Have worked for the employer for at least 12 months;

 Have at least 1,250 hours of service in the 12 months before taking leave;* and • Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite. *Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE: Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30 days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is

incomplete, it must provide a written notice indicating what additional information is required. EMPLOYER RESPONSIBILITIES: Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave. ENFORCEMENT: Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an

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.

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.

REEMPLOYMENT RIGHTS **HEALTH INSURANCE PROTECTION** You have the right to be reemployed in your civilian job if you leave that • If you leave your job to perform military service, you have the right to job to perform service in the uniformed service and: elect to continue your existing employer-based health plan coverage for you ensure that your employer receives advance written or verbal notice you and your dependents for up to 24 months while in the military. of your service · Even if you don't elect to continue coverage during your military service, • you have five years or less of cumulative service in the uniformed you have the right to be reinstated in your employer's health plan when services while with that particular employer; you are reemployed, generally without any waiting periods or exclusions

conclusion of service; and illnesses or injuries. · you have not been separated from service with a disqualifying discharge or under other than honorable conditions. • The U.S. Department of Labor, Veterans Employment and Training If you are eligible to be reemployed, you must be restored to the job Service (VETS) is authorized to investigate and resolve complaints of and benefits you would have attained if you had not been absent due to USERRA violations. military service or, in some cases, a comparable job. • For assistance in filing a complaint, or for any other information on

can be viewed at are a past or present member of the uniformed service; https://webapps.dol.gov/elaws/vets/userra • have applied for membership in the uniformed service; or • If you file a complaint with VETS and VETS is unable to resolve it, you • are obligated to serve in the uniformed service; then an employer may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. • You may also bypass the VETS process and bring a civil action against

an employer for violations of USERRA.

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.

In addition, an employer may not retaliate against anyone assisting in the

(e.g., pre-existing condition exclusions) except for service-connected

USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at

https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor

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.



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

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

may not deny you:

· reemployment;

promotion: or

· initial employment;

retention in employment;

any benefit of employment because of this status.







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

during the course of employment. 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 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

EXAMINEE RIGHTS Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results

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 <u>www.dol.gov/whd</u> **WAGE AND HOUR DIVISION**



UNITED STATES DEPARTMENT OF LABOR Work Exposure MRSA Spinal Meningitis or TB

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

WORK EXPOSURE TO METHICILLIN-RESISTANT STAPHYLOCOCCUS

Certain classes of employees (as defined below) may more easily establish a claim related to MRSA, spinal meningitis or TB by meeting the following

or disability involving or related to a significant exposure.



To report a violation or file a complaint:

smokefreearizona.org

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

Smoke-Free Arizona Act ARS§36-601.01



Earned Paid Sick Time

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 States government.

ENTITLEMENT AND AMOUNT: 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 15 or more employees may only accrue or use 40 hours of earned paid sick time per year.

• Employees whose employers have less than 15 employees may only accrue or use 24 hours of earned paid sick time per year. 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

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,

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. 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

Commission's Labor Department: 800 W. Washington, Phoenix, Arizona 85007-2022; (602) 542-4515. THIS POSTER MUST BE CONSPICUOUSLY POSTED IN A PLACE THAT IS ACCESSIBLE TO EMPLOYEES

ARIZONA LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT

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

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 <u>WWW.AZAG.GOV</u>

APPLICANTS FOR UNION MEMBERSHIP OR PATRONS.

Emergency Notice

Employment Discrimination

BY: Employers, Employment Agencies, or Labor Unions. WITH RESPECT TO: Hiring, Promotion, Transfer, Termination, Salary or Benefits, Lay-Off,

Office of the Attorney General - Civil Rights Division	
Phoenix Office	Tucson Office
2005 N. Central Avenue Phoenix,	400 West Congress Street Tucso
Arizona 85004	Arizona 85701
(602) 542-5263	(502) 628-6500
(877) 491-5742 Toll Free	(877) 491-5740 Toll Free
(877) 624-8090 TTY Toll Free	(877) 624-8090 TTY Toll Free
+COMPLAINT FORM AVAILABLE ON INF AT MANAGA AZAO COV	

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

HAZARDOUS MATERIA

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 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:

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;

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

Any person or organization may file a complaint with the Industrial

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.

Commission's Labor Department alleging that an employer has violated

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

State Minimum Wage

their rights under the Act.

ENFORCEMENT:

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) containing blood.

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, 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

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.

KEEP POSTED IN CONSPICUOUS PLACENEXT TO WORKERS' COMPENSATION NOTICE TO EMPLOYEES THIS NOTICE APPROVED BY THE INDUSTRIAL COMMISSION OF ARIZONA FOR CARRIER USE

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,

As an employee, you have the following rights: You have the right to notify your employer or ADOSH about workplace hazards. You may ask ADOSH to keep your name confidential. You have the right to request that ADOSH conduct an inspection if you believe there are unsafe and/or unhealthful conditions in your workplace. You or your epresentative may participate in the inspection. If you believe you have been discriminated against for making safety and health complaints, or for exercising your rights under the Act, you have a right to file a complaint with ADOSH within 30 days of the discriminatory action. You are also afforded protection from discrimination under the Federal Occupational Safety and Health Act and may file a complaint with the U.S. Secretary of 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

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.

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:

> Phoenix: Tucson: 2675 East Broadway 800 West Washington Phoenix AZ. 85007 Tucson, AZ. 85716 520-628-5478 602-542-5795 Toll free: 855-268-5251 Toll free: 855-268-5251

and Health plan may do so at the following address: U.S. Department of Labor - OSHA

230 N. 1st Ave., Ste. 202 Phoenix, AZ 85003 Telephone: 602-514-7250

Note: Persons wishing to register a complaint alleging inadequacy in the administration of the Arizona Occupational Safety

Thank you for not smoking.

AMBULANCE:

HOSPITAL

OSHA: