Labor Laws change often. Please call your distributor twice a

year to confim if you are in compliance.



All workers have the right to:

A safe workplace.

SKU: AL2-27X40-ENG

- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request 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
- OSHA on your behalf. Participate (or have your representative) participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the

amputation, or loss of an eye.

Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



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

Employers subject to the state minimum wage law are

Federal Minimum Wage

obligated to pay the higher rate \$7.25 PER HOUR BEGINNING JULY 24, 2009 The law requires employers to display this poster where employees can readily see it.



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

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

non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage

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

wage, the employer must make up the difference.

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

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

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

overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

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

- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. • Some state laws provide greater employee protections; employers must comply with both.
- Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and
- overtime pay protections and correctly classified independent contractors are not. Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under
- special certificates issued by the Department of Labor.

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

Risk Management

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

Disability Minimum Wage

EMPLOYEE RIGHTS FOR WORKERS WITH DISABILITIES PAID AT SPECIAL MINIMUM WAGES THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

This establishment has a certificate authorizing the payment of special minimum wages to workers who are disabled for the work they are performing. Authority to pay special minimum wages to workers with disabilities applies to work covered by the Fair Labor Standards Act (FLSA), McNamara-O'Hara Service Contract Act (SCA), and/or Walsh-Healey Public Contracts Act (PCA). Such special minimum wages are referred to as "commensurate wage rates" and are less than the basic hourly rates stated in an SCA wage determination and less than the FLSA minimum wage of \$5.85 per hour beginning July 24, 2007, \$6.55 per hour beginning July 24, 2008, and \$7.25 per hour beginning July 24, 2009. A "commensurate wage rate" is based on the worker's individual productivity, no matter how limited, in proportion to the wage and productivity of experienced workers who do not have disabilities that impact their productivity when performing essentially

the same type, quality, and quantity of work in the geographic area from which the labor force of the community is drawn.

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

• Disabilities which may affect productive capacity include blindness, mental illness, mental retardation, cerebral palsy, alcoholism, and drug addiction. The following do not ordinarily affect productive capacity for purposes of paying commensurate wage rates: educational disabilities; chronic unemployment; receipt of welfare benefits; nonattendance at school; juvenile delinquency; and correctional parole or

KEY ELEMENTS OF COMMENSURATE WAGE RATES

16 may be employed in manufacturing or on a PCA contract.

 Nondisabled worker standard—The objective gauge (usually a time study of the production of workers who do not have disabilities that impair their productivity for the job) against which the productivity of a worker with a disability is measured. • Prevailing wage rate—The wage paid to experienced workers who do not have disabilities that impair their productivity for the same or similar work and who are performing such work in the area. Most SCA contracts include a wage determination specifying the prevailing

wage rates to be paid for SCA-covered work. • Evaluation of the productivity of the worker with a disability—Documented measurement of the production of the worker with a disability (in terms of quantity and quality). The wages of all workers paid commensurate wages must be reviewed, and adjusted if appropriate, at periodic intervals. At a minimum, the productivity of hourly-paid workers must be reevaluated at least every six months and a new prevailing wage survey must be conducted at least once every twelve months. In addition, prevailing wages must be reviewed, and

adjusted as appropriate, whenever the applicable state or federal minimum wage is increased.

Generally, if you are performing work subject to the FLSA, SCA, and/or PCA, you must be paid at least 1 times your regular rate of pay for all hours worked over 40 in a workweek.

YOUTH EMPLOYMENT Minors younger than 18 years of age must be employed in accordance with the youth employment provisions of FLSA. No persons under

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

or pension plans. SCA wage determinations may require such fringe benefit payments (or a cash equivalent). Workers paid under a certificate authorizing commensurate wage rates must receive the full fringe benefits listed on the wage determination.

WORKER NOTIFICATION Each worker with a disability and, where appropriate, the parent or guardian of such worker, shall be informed orally and in writing by the

employer of the terms of the certificate under which such worker is employed.

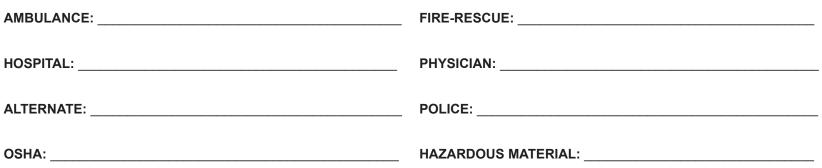
PETITION PROCESS

Workers with disabilities paid at special minimum wages may petition the Administrator of the Wage and Hour Division of the Department of Labor for a review of their wage rates by an Administrative Law Judge. No particular form of petition is required, except that it must be signed by the worker with a disability or his or her parent or guardian and should contain the name and address of the employer. Petitions should be mailed to: Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W.,

Employers shall display this poster where employees and the parents and guardians of workers with disabilities can readily see it.

For additional information: 1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627 **WWW.WAGEHOUR.DOL.GOV** U.S. Department of Labor • Employment Standards Administration • Wage and Hour Division

Emergency Notice









leave intermittently or on a reduced schedule.

Family Medical Leave Act

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 period

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

for the following reasons: • 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 servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness. An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take

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 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

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes

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 employee must:

 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 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

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 Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA

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 employer 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

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

 you have five years or less of cumulative service in the • Even if you don't elect to continue coverage during your uniformed services while with that particular employer; military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally you return to work or apply for reemployment in a timely manner after conclusion of service; and without any waiting periods or exclusions (e.g., pre-existing you have not been separated from service with a disqualifying

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

any benefit of employment because of this status.

discharge or under other than honorable conditions.

If you: are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer

may not deny you: · initial employment; · reemployment; retention in employment;

promotion; or

verbal notice of your service;

condition exclusions) except for service-connected illnesses or **ENFORCEMENT** • The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and

resolve complaints of USERRA violations.

• For assistance in filing a complaint, or for any other

HEALTH INSURANCE PROTECTION

months while in the military.

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

the right to elect to continue your existing employer-based

health plan coverage for you and your dependents for up to 24

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 Advisor can be viewed at 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 representation. 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

proceeding under USERRA, even if that person has no service

testifying or making a statement in connection with a

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

connection.









Updated 6/22

Polygraph Protection

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for preemployment 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. **EXEMPTIONS** Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

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

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

applicants may also bring their own court actions. THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY

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

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





Worker's Compensation Fraud INFORMATION LEADING TO THE DISCOVERY AND OR CONVICTION OF WORKERS' COMPENSATION FRAUD. Making a false statement to obtain workers' compensation benefits (Ala. Criminal Code, Section 13A-11-124) is a Class C Felony under Alabama law. Class C Felonies are punishable by imprisonment for as much as 10 years and monetary fines o

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

WORKERS' COMPENSATION FRAUD CAN BE:

- Reporting an off the job accident as an on the job accident. Reporting an accident that never happened.
- Complaints of accident injury symptoms that are exaggerated or non-existent. Malingering - to avoid work when injury is healed.
- Not reporting outside income from other work-related activities while drawing workers' compensation benefits from another employer.
- Making false or fraudulent statements for the purpose of obtaining workers' compensation benefits
- TO REPORT WORKERS' COMPENSATION FRAUD CALL:

1-800-923-2533 or 334-242-7345

Worker's Compensation

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

WORKERS' COMP INSURANCE CARRIER: TELEPHONE NUMBER: ASSISTANCE IS AVAILABLE UNDER THE ALABAMA WORKERS' COMPENSATION LAW INCLUDING MEDIATION SERVICE. FOR INFORMATION CALL: 1-800-528-5166 Department of Industrial Relations Workers'

Compensation Division 649 Monroe Street Montgomery, AL 36131

CODE OF ALABAMA, 1975, § 25-5-290(d), REQUIRES THAT THIS NOTICE

BE POSTED IN ONE OR MORE CONSPICUOUS PLACES IN YOUR BUSINESS.

IRS Withholding YOU MAY NEED TO CHECK YOUR WITHHOLDING return, you may need to file a new Form W-4. See your employer

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...

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

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"...

forms and information on this subject. To any of these or you owed extra tax when you filed your last

PAY SCHEDULE IS

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

PAYDAY IS ON

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

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

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

Payday Notice

OF THE MONTH PAYCHECKS ARE ISSUED ON THE

Equal Employment Opportunity

Workplace Discrimination is Illegal The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in

• Employees (current and former), including managers and

• 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:

• Sex (including pregnancy and related conditions, sexual

Genetic information (including employer requests for, or purchase,

• Retaliation for filing a charge, reasonably opposing discrimination,

Harassment (including unwelcome verbal or physical conduct)

Failure to provide reasonable accommodation for a disability or a

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

or participating in a discrimination lawsuit, investigation, or

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

 Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an

What can You Do if You Believe Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not

delay, because there are strict time limits for filing a charge of

discrimination (180 or 300 days, depending on where you live/

work). You can reach the EEOC in any of the following ways:

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

Additional information about the EEOC, including information about

Compliance Programs (OFCCP) enforces the nondiscrimination

with the Federal Government. If you are applying for a job with,

and affirmative action commitments of companies doing business

EMPLOYERS HOLDING FEDERAL CONTRACTS OR

The Department of Labor's Office of Federal Contract

All aspects of employment, including:

Pay (unequal wages or compensation)

· Discharge, firing, or lay-off

investigation or proceeding.

publicportal.eeoc.gov/Portal/Login.aspx

1-844-234-5122 (ASL video phone)

discrimination on the following bases:

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

Know Your Rights:

Who is Protected?

temporary employees

Most private employers

Staffing agencies

Race

• Color

Religion

proceeding.

Discriminatory?

Hiring or promotion

Assignment

Benefits

Referral

Updated 8/16

Job training

Classification

National origin

Age (40 and older)

orientation, or gender identity)

What Organizations are Covered?

• State and local governments (as employers)

Educational institutions (as employers)

Job applicants

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 employment. If you believe you've been discriminated against at requires affirmative action to ensure equality of opportunity in all work or in applying for a job, the EEOC may be able to help. aspects of employment.

National Origin

Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and

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

employees of Federal contractors from discrimination based on

inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

in hiring, promotion, discharge, pay, fringe benefits, job 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 an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified

individuals with disabilities at all levels of employment, including the

Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active

duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans. Retaliation

Any person who believes a contractor has violated its

U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free) If you are deaf, hard of hearing, or have a speech disability,

directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ ofccp/contact.

Race, Color, National Origin, Sex

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 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

Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

should immediately contact the Federal agency providing such

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

Persons under 14 years of age SHALL NOT BE EMPLOYED

Employment Certificate Class II Certificate To employ minors age 16/17 (Renewed annually) To employ minors age 14/15 During the Months when Public Schools are in Session No more than 3 hours after school **During the Months when Public Schools** No more than 8 hours on a non-school day. are in Session No more than 6 days per week Minors 16-17-18 years old who are enrolled in No more than 18 hours per week public or private school, may NOT work after Not before 7am or after 7pm on Any Day of the 10pm or before 5am on an night preceding a **Work Time Restrictions** school day. • Not during school hours (8am-3pm) (Minors under age 19) **During Months when Public Schools are During Months when Public Schools are NOT in NOT in Session** Session Minors 16 and older do not have an hour No more than 8 hours a day restriction during this time. No more than 6 days per week No more than 40 hours per week Not before 7am or after 9pm each day A documented 30 minute break is No break law for age 16 and older. **Breaks** required for any 14 or 15 year old who is employed for more than 5 hours continuously. See AL §25-8-33 to 35 for a detailed list of prohibited | See AL §25-8-43 for a detailed list of **Occupations** prohibited occupations.

Record Keeping starting and ending times, and break times for each employee 18 years of age and younger. • Children of parents who own their own buisness are **NOT** exempt from Alabama Child Labor Law

Employees must be: 21 to serve alcoholic beverages for the consumption on premises (18 if licensee is RVP certified).

6 and older may be employed in such establishments as busboys, janitors, dishwaters, cooks, hostesses, or seaters 14 and 15 year old minors SHALL NOT work in any establishment that serves alcohol for consumption on premises. (Note: Members of the immediate family of the owner or operator who are 14 or 15 years of age may be employed in such establishments provided they do not

The department of Labor has the right to enter, without warrant or notice, any business establishment for the purpose of routine inspections These visits shall be conudcted as frequently as needed to ensure that minors are employed in compliance with this act. The department shall enforce this act and may administer fines and/or prosecution for any violation of this act.

This notice is to be posted in a conspicuous place. This notice is for reference only. For full text, consult §25-8-32 to 63. Any difference in state or federal law regarding child labor, the law providing the most protection to the minor takes precedence.

Unemployment Compensation

YOUR JOB INSURANCE Workers in this establishment are covered by the Alabama Unemployment Compensation Law.

YOU MAY BE ENTITLED TO BENEFITS IF:

connected with your work of if you are discharged for "cause", your benefits may be postponed and reduced or entirely denied.

When you become unemployed: • To file your unemployment claim, call toll free 1-866-234-5382 or file by internet at www.labor.alabama.gov. • To obtain general information concerning your rights to benefits for either total or partial unemployment, call toll free 1-800-361-4524

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

Unemployment Compensation Fraud

 Making false statements to obtain unemployment compensation. Attempting to draw benefits while working. Continuing to file a claim after returning to work. Not being truthful when filing your initial or weekly claims.

alabama.gov.

 Fines of up to \$500 AND up to 12 months in jail for each fraudulent week claimed. Mandatory ineligibility for up to a two year period.

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

earnings for full-time employment, you may ask your employer to file a claim for partial benefits. Under current administrative rules, employers are allowed to file partial claims up to three consecutive

Employers filing automated partial claims are not required to submit a claim on individuals' whose earnings for a given week are equal

gross earnings from another employer

649 Monroe Street Montgomery, Alabama 36130

opposes discrimination by Federal contractors under these Federal

programs or activities which receive Federal financial assistance.

prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you

Minors Age 14/15 Minors Age 16/17

Each employer must keep on premises an Employee Information Form (available at www.labor.

Alcoholic Beverages

serve, sell, dispense, or handle alcohol.) Inspections by the Department of Labor

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

(1) You become totally or partially unemployed under conditions defined by law and you are otherwise eligible and qualified for benefits (2) you are separated from your job through no fault of your own. However, if you voluntarily leave your employment without good cause

or write to the Alabama Department of Labor, 649 Monroe Street Montgomery, Alabama 36131, or log on to our website at www.labor.

Some examples of fraud include:

FRAUD PENALTIES ARE SEVERE Up to a Class B Felony.

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

compensation claim.

to or exceed \$275, which is currently the maximum weekly benefit amount in Alabama. BY COMPUTER FOR YOUR CONVENIENCE

Department of Labor

Use of this computerized partial claim system helps the Department

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Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination Under the EEOC's laws, an employer may not discriminate against

executive level.

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise

nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP)

please dial 7–1–1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL **ASSISTANCE**

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

Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as amended

or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from

Child Labor Laws

alabama.gov), Proof of Age, and Time Records showing the number of hours worked each day,

IMPORTANT: Be sure that your employer is using your correct social security number; if not, your claim may be delayed.

Being paid "under the table" while collecting unemployment compensation.

Unemployment Compensation Partials

Temporarily Laid Off? To prevent delays please notify your employer of the following: name change you are working and earning less than your usual weekly gross

YOUR EMPLOYER HAS ELECTED TO FILE PARTIAL CLAIMS

of Labor speed up the payment process for filing an unemployment EMPLOYERS: Please post in a conspicuous place. Extra copies are available upon request.

In addition to the protections of Title VII of the Civil Rights Act

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