


Alaska & Federal Employment Notices

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



Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related 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.

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, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

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

This poster is available free from OSHA.

Contact OSHA. We can help.

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

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 period 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 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 on leave. 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, offering 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, employees 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 the 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. Employees 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 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

State Minimum Wage

Effective January 1, 2023, the Alaska minimum wage shall be \$10.85 per hour.

Alaska Statute 23.10.050 - 23.10.150 establishes minimum wage and overtime pay standards for employees subject to its provisions. These standards are generally applicable to all employees. School bus drivers, however, shall receive at least two times the Alaska minimum wage. Other exceptions to the minimum wage requirement follow.

Alaska minimum wage and overtime requirements do not apply to any individual employed as follows:

- In agriculture;
- In the taking of aquatic life, or the hand picking of shrimp;
- In domestic service (including babysitting) in or about a private home;
- In U.S. state or local government (i.e., political subdivisions);
- In voluntary service in the nonprofit activities of a religious, charitable, cemetery, educational or other nonprofit organization which are related only to the religious, charitable, cemetery, educational or other nonprofit activities of the organization;
- In a bona fide executive, professional or administrative capacity as defined in regulations of the Commissioner of Labor and Workforce Development and in the FLSA; or in certain computer occupations, or as an outside salesperson, or as an outside salesperson on a straight commission basis;
- Youth under age 18 employed part-time for not more than 30 hours in any week;
- An individual who is employed by a motor vehicle dealer and whose primary duty is to (a) receive, analyze or reference requests for service, repair or analysis of motor vehicles; (b) arrange financing for the sale of motor vehicles and related products and services that are part of the sale; or (c) solicit, sell, lease or exchange motor vehicles;
- An individual who provides emergency medical services only on a voluntary basis; serves with a full-time fire department only on a voluntary basis; or provides ski patrol services on a voluntary basis;
- A student participating in a University of Alaska practicum described under AS 14.05.005;
- A person licensed under AS 08.54 and who is employed by a registered guide or master guide licensed under AS 08.54 for the first 60 workdays so employed during a calendar year;
- An independent taxicab driver who establishes the driving area and hours, who contracts on a flat rate basis for use of the cab, permit or dispatch services; and who is compensated solely by the customer's service;
- Solely as a watchman or caretaker on a premises out of operation for longer than four months;
- In delivery of newspapers to the consumer;
- In the search for placer or hard rock minerals;
- In any service performed by a nonprofit religious, charitable, civic, cemetery, recreational or educational organization where the employer-employee relationship does not, in fact, exist, and where services rendered to the organization under a work activity agreement of AS 47.27 (Alaska temporary assistance program);
- By a nonprofit educational or child care facility to serve in place of a parent of children in residence if the employment requires residence at the facility and is compensated on a cash basis exclusive of room and board at an annual rate of not less than \$10,000 for an unmarried person, or \$15,000 for a married couple.

Overtime Work
The standard workweek shall not exceed 40 hours per week or eight hours per day. Should an employer find it necessary to employ an employee in excess of these standards, overtime hours shall be compensated at the rate of one and one-half times the regular rate of pay.

Compensation at the overtime rate is not required in the following cases:

- By an employer who employs three or fewer people in the regular course of business;
- By an employer who employs three or fewer people in the regular course of business;
- By an employer who employs three or fewer people in the regular course of business;

Recordkeeping
An employer shall keep for a period of at least three years all payroll information and records for each employee at the place of employment.

Revised October 2022

Post in a Prominent Place

Inquiries should be made to: Wage and Hour, Alaska Department of Labor and Workforce Development, 1251 Muldoon Road, Suite 113, Anchorage, AK 99504. Phone: (907) 269-4900. Email: statewide.wagehour@alaska.gov

Sexual Harassment
Under The Alaska Human Rights Law and (AS 18.60.220) Title VII of the Federal Civil Rights Act, SEXUAL HARASSMENT IS ILLEGAL.

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

Retaliation for Complaining About Sexual Harassment is UNLAWFUL.
It is illegal for your employer to fire you or to take other actions against you because you report or oppose sexual harassment.

Alaska State Commission for Human Rights
800 A Street, Suite 204, Anchorage, AK 99501
Toll Free: 800-478-4692
In Anchorage: 274-4692
https://humanrights.alaska.gov/

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



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USERRA

FOR USE BY PRIVATE SECTOR STATE AND SERVICE EMPLOYMENT 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
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 not more than five years 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
- you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION
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 even an employer may not deny you:

- initial employment;
- reemployment;
- promotion;
- benefits of employment because of this status.

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

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 bring the VETS process and bring a civil action against an employer for violations of USERRA.

In addition, an employer may not retaliate against any person 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/eplra/programs/userraposter. 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.

Child Labor

SUMMARY OF ALASKA CHILD LABOR LAW

HOURS OF WORK RESTRICTIONS:

- NO YOUTH UNDER 18 MAY WORK MORE THAN 6 DAYS IN ANY WORK WEEK**
- 16 & 17 YEAR OLDS:** WHEN SCHOOL IS IN SESSION, total hours will be limited to a total of nine hours of school attendance plus employment in any one day; work will be performed only between the hours of 5 a.m. and 9 p.m., and total hours worked will be limited to 23 in any week.
- DURING SCHOOL VACATIONS:** Hours will be limited to 40 hours per week between the hours of 5 a.m. and 9 p.m.

MINORS 17 AND UNDER CANNOT BE EMPLOYED IN:

- Occupations in manufacturing, handling or use of explosives.
- Occupations of motor vehicle driver or helper (some limited restrictions).
- Mining operations including coal.
- Logging or occupations in the operations of any sawmill, lathe mill, shingle mill or cooperage.
- Operation of power-driven woodworking machines.
- Occupations with exposure to radioactive substances and to ionizing radiation.
- Operation of elevators or other power-driven hoisting apparatus.
- Operation of power-driven metal forming, punching and shearing machines.
- Occupations involved in the production of rock, the manufacture of brick, the manufacture of pottery, glass, or other ceramic products.
- Occupations involved in the operation and cleaning of circular saws, band saws, and guillotine shears.
- Occupations involved in roofing, demolition and shipwrecking operations.
- Occupations involved in wrecking operations.
- Occupations involved with excavation operations.
- Electrical work with voltages exceeding 220, or outside erection or repair and meter testing including telegraph and telephone lines.
- Occupations involving exposure to biohazardous pathogens.
- Occupations involved in canvassing, peddling, solicitation of door-to-door contributions, or acting as an outside salesman.

FEDERAL STATUTES ARE IN SOME CASES STRICTER THAN STATE STATUTES
FOR FEDERAL INFORMATION, CONTACT THE U. S. DEPARTMENT OF LABOR AT 1-866-487-9243

ADDITIONAL RESTRICTIONS FOR 14 & 15 YEAR OLDS:

- Occupations in manufacturing, mining or processing, including work where goods are manufactured, mined or otherwise processed.
- Occupations involving operation of power-driven machines other than office machines.
- Occupations in construction (including demolition and repair) except office work.
- Any work in an establishment that serves alcoholic beverages.
- Public messenger service.
- Occupations in or about carnivals, except office work.
- Work performed in or about boilers, engine rooms or retorts.
- Work involved with maintenance or repair of the establishment's machines or equipment.
- Occupations that involve working from windowsills, ledges, scaffolds or other substitutes.
- Occupations handling or operation of power-driven food slicers, grinders, choppers, cutters and bakery type mixers.
- Work in freezers, meat coolers, or preparation of meat for sale.
- Loading/unloading of or from trucks, railroad cars or conveyors.
- Occupations in warehouses and storage except office and clerical work.
- Occupations involving use of sharpened tools.
- Occupations in transportation of persons or property except office or sales work.

BREAKS:
A minor under 18 years of age who is scheduled to work six consecutive hours is entitled to a 30-minute break during the workday. A minor under 18 who works five consecutive hours is entitled to a 30-minute break before continuing to work.

ALCOHOL:
Minors 16 and under must have a work permit on file with the Department. If the employer has a restaurant designation and is licensed to sell alcohol, then all minors 17 years of age must also have an approved work permit.

TOBACCO & PULL-TABS:
AS 11.76.100 restricts access to areas where tobacco and tobacco products are sold. Minors under 19 may not sell tobacco or tobacco products in the course of their employment. 15 AAC 160.480(b) prohibits the sale of pull-tabs by anyone under the age of 21.

MARIJUANA & CANNABIS INDUSTRY:
AS 17.30.070 restricts the employment of persons under the age of 21 from working in any and all branches of the cannabis/marijuana industry, including but not limited to planting, cultivating, harvesting, processing, packaging, transporting or selling.

FOR FURTHER INFORMATION CONTACT: ALASKA WAGE AND HOUR ADMINISTRATION
1251 Muldoon Road, Suite 113, Anchorage, AK 99504, (907) 269-4900
1175 W. 8th Street, Suite 202, Juneau, AK 99802-1149, (907) 465-4842
2017 N. Anchorage, Station J-1, Fairbanks, AK 99701, (907) 451-2898

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.

OVERTIME PAY:
At least 1 1/2 times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR:
An employee must be at least 16 years old to work in most non-farm jobs and at least 18 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 hour restrictions. Different rules apply in agricultural employment.

TIP CREDIT:
Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employees 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 employer's tip credit combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer's make up the difference.

NURSING MOTHERS:
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.

ENFORCEMENT:
The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may initiate 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

Polygraph Protection

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

PROHIBITIONS
Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

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

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

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

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

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

ENFORCEMENT
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
UNITED STATES DEPARTMENT OF LABOR

Employer's Notice of Insurance

TO THE EMPLOYEES OF THE UNDERSIGNED:

Your employer is insured by:

Insurer

Street and Number

City State Zip Code

For the period from Through

Adjusting Company

Street and Number

City State Zip Code Telephone

This insurance pays benefits for job-connected injuries, illnesses or death as provided by the Alaska Workers' Compensation Act.

Employer

By

Title

Witness

Witness

Immediately (not later than 30 days from injury or death date) give your employer and the Alaska Workers' Compensation Division written notice of a job-related injury, illness, or death. Get the "Report of Occupational Injury or Illness" form from your employer for this purpose.

If you have questions about your rights or benefits under the Alaska Workers' Compensation Act, contact the insurer at the above address and the Alaska Workers' Compensation Division at the nearest office listed below:

ANCHORAGE PO Box 107019 3301 Eagle St Ste 304 ANCHORAGE AK 99510-7019 (907) 269-4980	FAIRBANKS 675 7th Ave Station K Fairbanks AK 99701-4531 (907) 451-2889	JUNEAU PO Box 115512 1111 W 8th St Rm 305 JUNEAU AK 99811-5512 (907) 465-2790
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NOTICE TO EMPLOYER: AS 23.30.060 requires that you post this notice in three conspicuous places on the employer's premises.

Equal Employment Opportunity

Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. 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?

- Employees (current and former), including managers and temporary employees
- Job applicants
- 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)
- Unions
- Staffing agencies

What Types of Employment Discrimination are Illegal?
Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

- Race
- Color
- Religion
- National origin
- Sex (including pregnancy and related conditions, sexual orientation, or gender identity)
- Age (40 and older)
- Disability
- Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
- Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.

What Employment Practices can be Challenged as Discriminatory?

- Referral
- Discharge, firing, or lay-off
- Harassment (including unwelcome verbal or physical conduct)
- Hiring or promotion
- Assignment
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability or for a sincerely held religious belief, observance or practice
- Benefits
- Job training
- Classification
- Retaliation
- 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.

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://publicportal.eeoc.gov/Portal/LOGIN.aspx

Call 1-800-669-4000 (toll free) 1-800-669-8820 (TTY) 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 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 bases:

Race, Color, National Origin, Sex

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal 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.

Individuals with Disabilities
Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

Updated 10/22

Unemployment Insurance

Notice to Employees

As an employee of this company, you are covered by Unemployment Insurance (UI). The UI program is administered by the Division of Employment and Training Services of the Alaska Department of Labor and Workforce Development.

The purpose of UI is to provide partial replacement of wages between jobs. UI benefits are available to workers who are unemployed and who meet requirements of state UI eligibility laws. You may file a UI claim in the first week that employment stops or work hours are reduced.

You will need to provide the following in order for the state to process your claim:

- Full legal name;
- Social Security Number; and
- Authorization to work (if you are not a citizen or resident).

As with any insurance, you must meet certain qualifications to be eligible for benefits. You must have earned wages in jobs that are covered by the law, file your claim for UI, and register for work with the Alaska Employment Service or your union. You must also be ready, willing and able to accept suitable work, if you quit or were fired from your last job, or if anything is keeping you from accepting full-time work, you may not immediately be eligible for benefits.

To file a New claim or REOPEN an existing Alaska claim for UI benefits on the Internet, go to labor.alaska.gov and find "Quick Links" then "File Unemployment Benefits Online."

To file for UI by telephone and for all other UI assistance, contact your local UI claim center. The phone numbers are listed below. If you do not reside in one of the cities below, use the toll free number.

Anchorage: (907) 269-4700
Fairbanks: (907) 451-2871

Juneau/ outside Alaska: (907) 465-5552
All other areas in Alaska: (888) 252-2557

The toll-free telephone number to contact Alaska Relay is (800) 770-8973 or voice (800) 770-8255.

ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

We are an equal opportunity employer/provider. Auxiliary aids and services are available upon request to individuals with disabilities.

Alaska employees are required to provide this notice to employees at the time of separation.

Updated 4/23

State OSHA

SAFETY AND HEALTH PROTECTION ON THE JOB

ALASKA LAW AS 18.60.010 to 105 - provides safety and health protection for workers through promotion of safe and healthful working conditions throughout the State. Requirements of the law include the following:

EMPLOYERS: Each employer shall furnish to each of his employees, employment, and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to his employees; and shall comply with occupational safety and health standards issued under the law.

EMPLOYEES: Each employee shall comply with all occupational safety and health standards, rules, regulations, and orders issued under the law that apply to his own actions and conduct on the job.

The Alaska Department of Labor and Workforce Development has the primary responsibility for administering the law. It issues occupational safety and health standards, and its Compliance Officers conduct job site inspections to ensure compliance with the law.

INSPECTION: The law requires that a representative of the employer and a representative authorized by the employees be given an opportunity to accompany the Compliance Officer for the purpose of adding the inspection. Pursuant to AS 18.60.087, time spent by an employee adding the inspection shall be considered as time worked, and the employee shall be compensated accordingly.

Where there is no authorized employee representative, the Compliance Officer must consult with a reasonable number of employees concerning safety and health conditions in the workplace.

COMPLIANCE COMPLAINT: Employees or their representatives have the right to file a complaint in writing with the nearest Alaska Department of Labor and Workforce Development office requesting an inspection if they believe unsafe or unhealthful conditions exist in their workplace. Their names will be withheld upon request. Employees and their representatives have a right to call an inspector's attention to possible violations in writing or orally.

The law provides that employees may not be discharged or discriminated against in any way for filing safety and health complaints or otherwise exercising their rights under the law.

DISCRIMINATION COMPLAINT: Pursuant to AS 18.60.098, an employee may not be discharged or discriminated against because they filed a complaint, instituted, or caused to be instituted a proceeding related to the enforcement of occupational safety and health standards, or has testified or is expected to testify in a proceeding related to occupational safety and health. An employee who believes they have been discriminated to the U.S. Department of Labor, OSHA Region 4, 300 Ford Avenue, Seattle, WA 98104, Phone (206) 457-6700.

CITATION: If upon inspection, the Compliance Officer believes an employer has violated the law, a citation alleging such violations will be issued to the employer. Each citation will specify a time period within which the alleged violation must be corrected.

The citation must be prominently displayed at or near the place of alleged violation for five days, or until it is corrected, whichever is later, to warn employees of dangers that may exist there.

PROPOSED PENALTY: The law provides for mandatory penalties against employers of up to \$145,000 per day for each serious violation and for optional penalties of up to \$14,500.00 for any other violations. Penalties for up to \$14,500.00 per day may be proposed for failure to correct violations with the proposed fine period. Also, any employer who willfully or repeatedly violates the law may be assessed penalties of up to \$145,000.00 for each violation.

Criminal penalties are also provided for in the law. Any willful violation resulting in death of an employee upon conviction is punishable by a fine not more than \$100,000 or by imprisonment for not more than 6 months, or both. Conviction of an employer after a first conviction doubles these maximum penalties.

VOLUNTARY ACTIVITY: While providing penalties for violations, the law also encourages efforts by labor and management, before an inspection, to reduce injuries and illnesses arising out of employment.

The Alaska Department of Labor and Workforce Development encourages employers and employees to reduce workplace hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries.

Such cooperative action would initially focus on the identification and elimination of hazards that could cause death, injury, or illness to employees and supervisors. Upon request of the employer, the Alaska Department of Labor and Workforce Development will furnish a consultant who will inspect the premises and identify hazards without assessing penalties.

MORE INFORMATION: Additional information about copies of the law, specific safety and health standards, and other regulations may be obtained from the Alaska Department of Labor and Workforce Development.

PROGRAM COMPLAINT: Under a plan approved July 31, 1973, by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), the State of Alaska is participating in a safety and health protection for workers throughout the State. OSHA will provide the education of this plan to assure that continued approval is maintained. Any person may make a complaint regarding the State administration of this plan to the U.S. Department of Labor, OSHA Region 4, 300 Ford Avenue, Seattle, WA 98104, Phone (206) 457-6700.

1111 West 8th Street, Suite 304
Juneau, AK 99801-1149
(907) 465-5551

1251 Muldoon Road, Ste 109
Anchorage, AK 99504
(907) 269-4940

675 7th Avenue, Station J
Fairbanks, AK 99701-4596
Phone (907) 451-2890

AS 18.60.050 (a) requires that employers must notify each OSHA or OSHA within eight hours of an in-patient hospitalization, loss of an eye, amputation, or fatality.

1-800-858-7049 or 24-hour OSHA hotline 1-800-21-OSHA

Consultation & Training 1-800-656-4972 • Enforcement 1-800-770-4940 • 24-hour OSHA hotline 1-800-321-6742

Payday Notice

PAYDAY IS ON

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

PAY SCHEDULE IS

WEEKLY BI-WEEKLY SEMI-MONTHLY MONTHLY

PAYCHECKS ARE ISSUED ON THE _____ AND _____ OF THE MONTH

AT _____ TIME: _____

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ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

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1251 Muldoon Road, Suite 109
Anchorage, AK 99504
Phone: (907) 269-4940

675 Seventh Avenue, Station J1
Fairbanks, AK 99701-4596
Phone (907) 451-2890

Updated 3/18

Emergency Information

DOCTOR: _____ **AMBULANCE:** _____

HOSPITAL: _____ **POLICE:** _____

FIRE DEPT: _____ **OTHER:** _____

All fatalities or injuries resulting in hospitalization must be reported immediately (within 8 hours) to the Alaska Department of Labor and Workforce Development, Division of Labor Standards and Safety at 1-800-770-4940 or to the OSHA 24-hour hot line at 1-800-321-6742. (AS 18.60.058(a))

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IT'S YOUR RIGHT TO KNOW

About toxic and hazardous substances and physical agents

AS 18.60.068 requires this information be displayed in a prominent place on business premises.

- Employers must inform employees about the locations and nature of operations, which