

Job Safety and Health IT'S THE LAW!

OSHA
Occupational Safety and Health Administration
U.S. Department of Labor

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, 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;
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

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 of the need for leave for a reason for which FMLA leave was previously taken or certified. Employees 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 was 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 if employee's 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: 1-866-4USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd
 U.S. Department of Labor • Wage and Hour Division

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

\$9.25 an hour effective January 1, 2019 with an allowance for gratuities not to exceed \$6.62 per hour.

\$10.00 an hour effective January 1, 2020 with an allowance for gratuities not to exceed \$7.37 per hour.

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

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

- "Executive, administrative or professional employees."
- "Outside commission-paid salesmen."
- "Students whose work is a part of a bona fide educational training program."
- "Students who work in the schools they are attending."
- "Some farm laborers."
- "Independent contractors."
- "Employees of the United States."

STUDENT RATE
 Any full-time student attending any accredited institution of education within the State of Arkansas, and who is employed to work an amount not to exceed twenty (20) hours during weeks that school is in session or forty (40) hours during weeks when school is not in session, such rate of wage shall be equal to not less than eighty-five (85%) of the applicable minimum wage provided a Student Certificate of Eligibility is obtained from the Arkansas Department of Labor and Licensing. Student workers subject to the 85% provision of the applicable minimum wage rate and a gratuity allowance shall not be paid less than the base wage guaranteed any other employee subject to a paid leave allowance.

HANDICAPPED WORKERS
 The Director has established rules for employment of these workers. For further information contact the Department of Labor and Licensing.

STUDENT-LEARNERS
 A "Student-Learner" is a person who is receiving regular instructions in an accredited school and who is employed to work in the same bona fide training program. For further information contact the Department of Labor and Licensing.

OVERTIME PAY
 Overtime compensation must be paid at the rate of one and one-half times the regular hourly rate of pay for hours worked in excess of 40 hours in a workweek. This overtime provision shall not be applicable with respect to employees with less than 4 employees, or agricultural employees.

WORKWEEK
 A workweek is a regularly recurring period of 168 hours in the form of seven consecutive 24-hour periods.

ENFORCEMENT
 The Director of the Division of Labor or his representatives have the authority to:

- (a) enter and inspect any place of employment in the State to examine books, payrolls, and records having to do with wages and hours. He may copy these records if necessary and may question any employees to find out if the law is being obeyed;
- (b) require written or oral statements from an employer about his employees' earnings and hours of work; and
- (c) enforce all administrative rules.

DEDUCTIONS FROM THE MINIMUM WAGE
 No deduction from the applicable minimum wage may be made except those authorized or required by law or by rule of the Director of Labor, however, deductions which are otherwise prohibited and which are for the employee's benefit may be made if authorized in writing by the employee.

KEEPING OF RECORDS
 All employers subject to the Minimum Wage Law must keep accurate records for a period of three (3) years. These records must include the name, address, occupation, rate of pay, hours worked and the amount paid each pay period for all employees covered by the law. In addition, every employer who claims an allowance for tips, board, lodging, apparel or other items or services as part of the applicable minimum wage rate, must maintain daily records showing for each employee the amounts claimed as allowances and must maintain records which will substantiate the amount of tips actually received by the employee or the employer's reasonable cost in supplying items or services to the employee.

EQUAL PAY ACT
 No employer in the State of Arkansas shall discriminate in the payment of wages as between the sexes or shall pay any female in his employ, salary or wage rate less than the rates paid to male employees for comparable work. Provided, however, that nothing in this Act shall prohibit a variation in rates of pay based upon a difference in seniority, experience, training, skill, ability, or differences in duties and services performed, or difference in the shift or time of the day worked, or any other reasonable differentiation except difference in sex. Every employer shall keep and maintain records of the salaries and wage rates, job classifications and other terms and conditions of employment for each of the persons employed by him and such records shall be preserved for a period of three (3) years.

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-supported consultation programs in every state.

For additional information: 1-866-4USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd
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- (b) require written or oral statements from an employer about his employees' earnings and hours of work; and
- (c) enforce all administrative rules.

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
 You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed services and:

- you ensure that your employer receives advance written or verbal notice of your service;
- you have five years or less of cumulative service in the uniformed services while with that particular employer;
- you return to work or apply for reemployment in a timely manner after conclusion of service; and
- 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; then an employer may not deny you:

- initial employment;
- reemployment;
- retention in employment;
- promotion; or
- any benefit of employment because of this status.

DEDUCTIONS FROM THE MINIMUM WAGE
 No deduction from the applicable minimum wage may be made except those authorized or required by law or by rule of the Director of Labor, however, deductions which are otherwise prohibited and which are for the employee's benefit may be made if authorized in writing by the employee.

KEEPING OF RECORDS
 All employers subject to the Minimum Wage Law must keep accurate records for a period of three (3) years. These records must include the name, address, occupation, rate of pay, hours worked and the amount paid each pay period for all employees covered by the law. In addition, every employer who claims an allowance for tips, board, lodging, apparel or other items or services as part of the applicable minimum wage rate, must maintain daily records showing for each employee the amounts claimed as allowances and must maintain records which will substantiate the amount of tips actually received by the employee or the employer's reasonable cost in supplying items or services to the employee.

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 address: <https://www.dol.gov/agencies/vets/programs/userrra> displaying the Federal law requires employers to notify place notices of their rights under USERRA, and employers may meet this requirement by posting the text of this notice where they customarily place notices for employees.

IF YOU HAVE QUESTIONS CONCERNING THE ARKANSAS MINIMUM WAGE LAW, TELEPHONE 682-4534.

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

USERRA
 • FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS •
 YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

WAGE COLLECTION ACT
 The Wage Collection Act provides assistance to any employee in the collection of wages due him or her for work performed. Work performed shall include all or any work or service performed by any person employed for any period of time where the wages or salary or remunerations for such work or services are to be paid at stated intervals or at the termination of such employment, or for physical work actually performed by an independent contractor, provided that the amount in controversy does not exceed the sum of two thousand dollars (\$2,000.00). Employees who need help in collecting wages due them should contact the Arkansas Labor Department and Licensing. Telephone 682-4539.

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.

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.

Chemical Right To Know Act
 The purpose of this law is to provide public employees access to training and information concerning hazardous chemicals in order to enable them to minimize their exposure to such chemicals and protect their health, safety and welfare.

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 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 restrictions. Different rules apply in agricultural employment.

TIP CREDIT:
 Employees 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 employer'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.

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 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 violation is 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:
 Federal laws and regulations 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 not 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

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 (armed 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. Employers 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

PUBLIC EMPLOYERS' DUTIES
 Public employers are responsible for the following as set out by the law:

1. Post adequate notice to inform employees of their rights.
2. Ensure proper chemical labeling
- a. Existing labels on containers of hazardous chemicals are not to be removed.
- b. Chemical labels must be in English and must be labeled with the name and appropriate warnings, as provided in this law.
- c. A public employer is not required to label chemicals that have been transferred to a portable container by an employee when that employee is going to immediately use the chemical.
- d. Chemical labels and material safety data sheets available
- a. Chemical manufacturers and distributors must provide public employers with the appropriate MSDSs within the prescribed times
- b. Public employers must maintain current copies of each MSDS and have them available to employees and their designated representatives upon request within the prescribed time
- c. The employer must not require an employee to work with a chemical until a MSDS can be furnished except as indicated by this law
- d. An employee who declines to work with a chemical may not be penalized
- e. Public employers shall provide a copy of MSDSs to the Director of Labor upon request
- f. Compiles and maintain a workplace chemical list of all hazardous chemicals in use in the workplace
- a. The Workplace Chemical List must show the chemical or common name used on the MSDS and/or the container label, the Chemical Abstracts Service Number and the work area where it will normally be used, generated, or stored
- b. Chemical lists shall be filed with the Director of Labor no later than October 14, 1991, updated when necessary, and refilled July 1 of each year
5. Provide employees with information and training
- a. The Director of Labor is responsible for maintaining a general information and training assistance program to aid public employers
- b. Additional training must be provided when a new hazard is introduced, when new information is received, or before new employees are assigned to a job
- c. Information and training programs must meet the requirements specified in the law and in the regulations of the Director of Labor
- d. Information and training programs must be developed by January 15, 1992, and initial information and training must be provided prior to July 15, 1992.

Employers must keep a record of the dates of training sessions given to their employees

- a. The Director of Labor's rules and regulations concerning refresher training and training exemptions must be followed
6. Handle trade secrets in accordance with provisions set out in the law
- a. The Director of Labor can request data substantiating a trade secret claim when asked to by an employee, designated representative, or public employer
- b. All information will be kept confidential

PUBLIC EMPLOYERS' RIGHTS
 Public employees who may be exposed to hazardous chemicals must be informed and shall have access to the Workplace Chemical List, MSDSs for the chemicals on the list, and information and training as provided in this Act. A public employee cannot be discharged or discriminated against for requesting information, filing a complaint, assisting an inspector of the Department of Labor, causing any complaint or proceeding to be instituted, testifying in any proceeding, or exercising any right afforded by this law. Any waiver of the benefits or requirement of this law are a violation and are therefore null and void.

COMPLAINTS AND INVESTIGATIONS
 The Director of the Department of Labor will investigate written and oral complaints from public employees concerning violations of this law. The Director or his designated representative has the authority to enter the workplace and conduct a thorough investigation of the complaint as specified by this law.

ENFORCEMENT
 If the Director of Labor finds a public employer in violation of this law, he shall issue an order to cease and desist the act or omission constituting the violation. If the Director of Labor finds that a public employer has failed to provide the required information and training by the prescribed time, he may also issue an order to cease and desist the act or omission constituting the violation. Violation of this act shall be cause for adverse personnel action against the responsible supervisor as set out in this Act.

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

NO EFFECT ON OTHER LEGAL DUTIES
 The provision of information to a public employee does not affect the liability of the employer with regard to the health and safety of the employee, or the employer's responsibility to prevent the occurrence of occupational disease. The provision of information to an employee also does not affect any other duty or responsibility of a chemical manufacturer or distributor to warn users of a hazardous chemical.

Equal Employment Opportunity

Know Your Rights:
 Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

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
 • Federal, state, and local governments (as employers)
 • Educational institutions (as employers)
 • Unions
 • Licensing 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, participating in a discrimination lawsuit, investigation, or proceeding.

What Employment Practices can be Challenged as Discriminatory?
 All aspects of employment, including:

- Discharge, firing, or lay-off
- Harassment (including unwelcome verbal or physical conduct)
- Hiring and promotion
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability or a sincerely-held religious belief, observance or practice
- Job training
- Classification
- Referral
- 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 is 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/PortalLogin.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 for more information at www.eeoc.gov/fieldoffice

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 components of business contracts 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, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

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

Disability
 Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, job training benefits, job advancement, 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 executive level.

Protected Veterans Status
 The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against disabled veterans of the Vietnam War, and against disabled 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
 Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authority should contact immediately.

The Office of Federal Contract Compliance Programs (OFCCP)
 U.S. Department of Labor
 600 Constitution Avenue, N.W.
 Washington, D.C. 20210
 1-800-367-6251 (toll-free)

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://www.ofccp.gov> by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at <http://www.dol.gov/agencies/eo/officeofccp>.

Wage and Sex Discrimination

WAGE AND SEX DISCRIMINATION
 11-4-4591. Discrimination on the basis of sex prohibited.

(a) Every employer in the state shall pay employees equal compensation for equal services, and no employer shall discriminate against any employee in the matter of wages or compensation solely on the basis of the employee's sex.

(b) An employer who violates or fails to comply with the provisions of this section shall be guilty of a Class C misdemeanor, and each day that the violation or failure to comply continues shall be a separate offense.

11-4-602 - 11-4-606. [Reserved.]

11-4-607. Definitions for §11-4-608 - 11-4-612.
 As used in §§11-4-608 - 11-4-612, unless the context otherwise requires:

(1)(A) "Employment" shall mean any person employed for hire in any lawful business, industry, trade, profession, or enterprise.

(B) However, it shall not include persons engaged in domestic service in the home of the employer; in agricultural service; or in temporary or seasonal employment; employees of any social club, fraternal, charitable, educational, religious, scientific, or literary association, no part of the net earnings of which inure to the private benefit of any private individual;

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

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

11-4-608. Penalties for violation of §11-4-607 - 11-4-612.
 Any employer who violates any provision of §11-4-407 - 11-4-612; or who discharges or in any other manner discriminates against any employee because the employee has made a complaint to his or her employer, the Director of the Department of Labor, or any other person, has instituted or caused to be instituted any proceedings under or related to §11-4-607 - 11-4-612; or has testified or is about to testify in any such proceeding shall be fined not more than five hundred dollars (\$500) nor imprisoned more than one (1) year, or both.

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

11-4-610. Wage discrimination between sexes prohibited.
 (a) No employer shall discriminate in the payment of wages between the sexes or shall pay any female in his or her employ salary or wage rates less than the rates paid to male employees for comparable work.

(b) Nothing in §11-4-607 - 11-4-612 shall prohibit a variation in rates of pay based upon a difference in seniority, experience, training, skill, ability, differences in duties and services performed, differences in the shift or time of day worked, or any other reasonable differentiation except difference in sex.

11-4-611. Action to collect unpaid wages.
 (a) An employer who violates the provisions of §11-4-610 shall be liable to the employee or employees affected in the amount of their unpaid wages.

(b)(1) Action to recover the wages may be maintained in any court of competent jurisdiction by any one (1) or more employees.

(2) Any agreement between the employer and the employee to work for less than the wage to which the employee is entitled under §11-4-607 - 11-4-612 shall be no defense to the action.

(3) In addition to any wages recovered, the court in the action shall allow an additional equal amount of liquidated damages plus a reasonable attorney's fee and court costs.

(4) At the request of any employee paid less than the wage to which he or she is entitled under §11-4-607 - 11-4-612, the Director of the Department of Labor may take an assignment of the wage claim in trust for the employee and shall bring any legal action necessary to collect the claim. The director shall not be deemed to act in violation of this section.

(c) Any action to recover wages and liquidated damages based on violation of §11-4-610 must be commenced within two (2) years of the accrual thereof and not afterwards.

11-4-612. Employer to keep records.
 (a) Every employer subject to §11-4-607 - 11-4-612 shall keep and maintain records of the salaries and wage rates, job classifications, and other terms and conditions of employment of the persons employed by him or her, and the records shall be preserved for a period of three (3) years.

(b) The records shall also be made available to the parties and to the court wherein an action to recover unpaid wages under this subchapter is pending.

ARKANSAS DEPARTMENT OF LABOR
 10421 WEST MARKHAM
 LITTLE ROCK, ARKANSAS 72205
 PHONE (501) 682-4500
 FAX (501) 682-4550
 TDD (800) 285-1131

EMPLOYERS ARE REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE

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 to Adjust My Tax Withholding, or use the Withholding Calculator at www.irs.gov individuals on the IRS website.

Employer: Please post 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.

Clean Indoor Air Act

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

Arkansas State Board of Health

Handwashing

Employees shall keep their hands and exposed portions of their arms clean. Wash hands after each visit to the toilet & after any other probable contamination.

Hand Cleaning Procedure
 Food employees shall clean their hands and exposed portions of their arms with soap for at least 20 seconds in a designated hand wash sink. Fingers, fingernails, areas between the fingers, hands and arms shall be vigorously lathered and scrubbed for 10 to 15 seconds, followed by Thorough rinsing under clean, running warm water; and immediately followed by thorough drying with individual, disposable towels or a heated hand drying device. www.healtharkansas.com

Emergency Notice

AMBULANCE: FIRE-RESCUE:

HOSPITAL: PHYSICIAN:

ALTERNATE: POLICE:

OSHA: HAZARDOUS MATERIAL:

Unemployment Insurance

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

Employees of _____ are covered by the Division of Workforce Services Law.

The Law provides Unemployment Benefits for unemployed workers and under certain conditions for those working only part time.

As a covered employee, your employer has contributed to or will reimburse the