

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS

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 care for a child (anyone may be within a year of the child's birth or placement).
- To care for the employee's spouse, child, or parent who has a serious health condition.
- For the employee's own qualifying serious health condition that makes the employee unable to perform his or her job.
- For qualifying reasons related to the family deployment of a military member who is the employee's spouse, child, or parent.

An employer who works for a covered employer is open to 1200 hours of leave and may also take up to 26 weeks of FMLA leave in a 12-month period to care for the next of kin.

EMERGENCY NOTICE

Employees who work for an FMLA leave, employees must continue their insurance coverage if the employees were not on leave. Notification from FMLA leave, most employees must be notified to the employer on or before the first day of FMLA leave. The employer must notify the employee as soon as possible and, generally, before the employee's first day of FMLA leave. The employer must provide information to the employee as to how to use FMLA leave. The employer must have a written policy on FMLA leave.

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 of the FMLA's requirements as to how to use FMLA leave and, if eligible, must also provide a reasonable notice to the employee.

For additional information or to file a complaint:

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

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. If a business has to reduce wages or hours, or temporarily lay off workers, UI gives workers financial security and temporary benefits so they can remain in the community. This, in turn, helps employees keep their trained work force. UI payments protect the economy in Alaska's communities and unemployed workers are reemployed. UI helps to reduce the family and community problems caused by layoffs or a lack of jobs.

You and your employer both pay your UI premiums (taxes). You pay about 27 percent and your employer pays 73 percent. Generally speaking, if you receive one week of UI benefits, you receive as much or more than you paid into the program for the year. Your employer may withhold from your earnings the employer portion of the UI tax. Wages in excess of the maximum annual taxable wage set for the calendar year are non-taxable. Current and past years' maximum annual taxable wage base and the employer portion of the UI tax rates are posted on the Employment Security. The website is: labor.alaska.gov/estax/fed.html.

As with any insurance, you must meet certain qualifications to be eligible for benefits. You must be named 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 carrier. You must also be ready, willing and able to accept suitable work. If you quit or are 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 click on "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 Juneau/Outside Alaska: (907) 465-5552
Fairbanks: (907) 451-2871 All other areas in Alaska: (888) 252-5557

The toll-free telephone number to connect to Alaska Relay is (800) 779-8793 or voice (800) 779-8255.

You may be entitled to a refund of excess employee contributions to the UI Trust Fund if you had two or more employers in a calendar year, your withholdings exceeded the maximum annual employer tax and your employment is \$5 or greater. For the year you are claiming a refund, the filing deadline for your application is Dec. 31 of the following calendar year. If you had more than the legal maximum employer deduction withheld by any one employer, your employer is responsible for refunding the excess deduction to you.

To obtain an Employee Application for Refund, write the Alaska Department of Labor and Workforce Development, P.O. Box 115500, Juneau, AK 99811-5509 or email Tax at: tax@alabakalaska.gov Download the form at: labor.alaska.gov/estax/forms/tax_forms.htm.

SUMMARY OF ALASKA CHILD LABOR LAW

HOURS OF WORK RESTRICTIONS: NO MINOR UNDER 18 MAY WORK MORE THAN 6 DAYS IN ANY WORK WEEK

ALASKA YOUTH UNDER THE AGE OF 14 MAY WORK ONLY IN THE FOLLOWING OCCUPATIONS:

- Newspaper sales and delivery.
- Baby-sitting, handwork and domestic employment in or about private homes.
- The entertainment industry, with an approved work permit from the Alaska Wage & Hour Administration.

14 & 15 YEAR OLDS:

When school is in session. 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 coopeage.
- Operation of power-driven metal forming, punching and shearing machines.
- Occupations involving slaughtering, meat packing, processing or rendering.
- Occupations involved in the operation and cleaning of power-driven bakery machines.
- Occupations involved in the manufacture of brick, tile and kindred products.
- Occupations involved in the operation and cleaning of circular saws, band saws, and guillotine shears.
- Occupations involved in wrecking, demolition and shipwrecking operations.
- Occupations involved in roofing 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 bloodborne pathogens.
- Occupations involved in canvassing, peddling, solicitation of door-to-door contributions, or acting as an outside salesman.

Under The Alaska Human Rights Law and (AS 18.06.220)

Title VII of the Federal Civil Rights Act

SEXUAL HARASSMENT IS ILLEGAL.

If you have experienced:

- Unwelcome Sexual Advances;
- Requests for Sexual Favors;
- Sexual comments or conduct that interferes with your work or creates a hostile work environment; or
- Your employer 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. If you believe you may have been sexually harassed, contact the Alaska Human Rights Commission. Statutes of limitation apply.

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: 800-476-4692
In Anchorage: 274-4692
<https://humarights.alaska.gov/>

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

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.

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

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 employer may not work: 16 years old or less in most non-farm jobs, and at least 18 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 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. 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 false 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 where 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 employees incorrectly classified workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two employment statuses (unless exempt) an employer under the FLSA's minimum wage and overtime pay protections and properly 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.

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

FOR FURTHER INFORMATION CONTACT: ALASKA WAGE AND HOUR ADMINISTRATION

1251 Muldoon Road, Suite 113 Anchorage, AK 99504 (907) 269-4900

1111 W 8th Street, Suite 302 Juneau, AK 99802-1149 (907) 465-4882

675 7th Avenue, Station J-1 Fairbanks, AK 99701 (907) 451-2886

STATE AND FEDERAL LABOR LAW

EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT

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 (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

Summary of Alaska Wage and Hour Act

Effective January 1, 2021, the Alaska minimum wage shall be \$10.34 per hour.

Alaska Statute 23.10.050 - 23.10.150 establishes minimum wage and overtime pay standards for employer 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;
- By U.S., state or local governments (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 organization's nonprofit activities;
- 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 salesman, or as a salesman working 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 14.40.065;
- 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 solely;
- 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;
- An individual engaged in activities for 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 requirement 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 Hours

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;
- An individual employed in handling, packing, storing, pasteurizing, drying, canning, or preparing in their raw or natural state agricultural or horticultural commodities for market, or in making cheese, butter or other dairy products;
- Agricultural employees;
- An employee employed as a seaman;
- Workers engaged in planting or tending trees, cruising, surveying, bucking or felling timber, preparing or transporting logs or other forestry products to the mill, processing plant, railroad or other transportation terminal if the total number of employees in such further operations does not exceed 12;
- An individual employed as an outside buyer of poultry, eggs, cream or milk in their raw or natural state;
- Hospital employees whose duties include the provision of medical services;
- An employee under a flexible work hour plan which is included as part of a collective bargaining agreement;
- An employee under a voluntary flexible work plan if the employer and employee have signed a written agreement which has been approved by the Department (Overtime rates must be paid for work over 40 hours a week and over the hours specified on the flexible work hour plan not included in a collective bargaining agreement);
- A community health aide employed by a local or regional health organization as those terms are defined in AS 18.28.100;
- Work performed by certain flat-rate mechanics primarily engaged in servicing automobiles, light trucks, and motor homes, subject to certain and specific provisions (see AS 23.10.060(d)(17));
- An employee of a small mining operation where not more than 12 people are employed, as long as the individual is not employed in excess of 12 hours per day or 56 hours per week during a period of not more than 14 workweeks in the aggregate in any calendar year during the mining season;
- An employee employed in connection with publication of a weekly, semiweekly or daily newspaper with a circulation of less than 1000;
- Casual employees as defined by regulations of the Commissioner of Labor and Workforce Development;
- A line haul truck driver for a trip exceeding 100 road miles one way if the driver's pay includes overtime pay for work in excess of 40 hours per week or eight hours per day, and if the rate of pay is comparable to the minimum wage;
- Work performed by an employee under a voluntary written agreement addressing the trading of work shifts among employees, if employed by an air carrier subject to subchapter II of the Railway Labor Act (45 U.S.C.181-188), including employment as a customer service representative, subject to certain provisions (see AS 23.10.060(d)(18));
- Work performed by a flight crew member employed by an air carrier subject to 45 U.S.C. 181-188 (subchapter II of the Railway Labor Act);
- A switchboard operator employed in a public telephone exchange that has fewer than 750 stations;
- An employee in otherwise exempt employment or a proprietor in a retail or service establishment engaged in handling telegraphic, telephone or radio messages under an agency or contract arrangement with a telegraph or communications company where the telegraph message or communications revenue of the agency does not exceed \$500/month.

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 18.06.050a)

1111 W 8th Street, Suite 304 Anchorage, AK 99504 (907) 465-4855

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

675 Seventh Avenue, Station J-1 Fairbanks, AK 99701-4596 (907) 451-2880

Rev 2/2018

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 their employees, employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to their 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 their 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 aiding the inspection. Pursuant to AS 18.60.087, time spent by an employer aiding 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 unhealthy 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 18.60.089, an employer may not be discharged or discriminated against because they filed a complaint, instituted, or caused to be instituted a proceeding relating to the enforcement of occupational safety and health standards, or has testified or is expected to testify in a proceeding relating to occupational safety and health. An employee who believes they have been discriminated against may file a complaint with the nearest OSHA and/or Alaska Occupational Safety and Health office within 30 days of the alleged discrimination.

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 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 \$12,934.00 for each serious violation and for optional penalties of up to \$12,934.00 for any other violations. Penalties of up to \$12,934.00 per day may be proposed for failure to correct violations within the proposed time period. Also, any employer who willfully or repeatedly violates the law may be assessed penalties of up to \$129,336.00 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 by 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 from an employer, the Alaska Department of Labor and Workforce Development will furnish a consultant who will inspect the premises and identify hazards without assessing penalties. In addition, informational copies of the law, specific safety and health standards, and other regulations may be obtained from the Alaska Department of Labor and Workforce Development, Division of Labor Standards & Safety, Alaska Occupational Safety and Health at the addresses shown at the bottom of this poster.

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 providing job safety and health protection for workers throughout the State. OSHA will monitor the operation of this plan to assure that continued approval is merited. Any person may make a complaint regarding the State administration of this plan directly to the U.S. Department of Labor, OSHA, Region 9, 300 Fifth Avenue, Suite 1286, Seattle, WA 98104 or call (206) 757-6700.

For more information, employees, employers, and concerned citizens may contact the Alaska Department of Labor and Workforce Development, Labor Standards and Safety Division, Occupational Safety and Health at <http://labor.alaska.gov/sas/osh/home.htm>

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

1111 West 8th Street, Suite 304 Anchorage, AK 99504 (907) 465-4855

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

675 7th Avenue, Station J Fairbanks, AK 99701-4596 (907) 451-2880

Rev. November 2018

Equal Employment Opportunity is THE LAW

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to jobs and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act of 1964, as amended, prohibits employers from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practice where the accommodation does not impose undue hardship.

DISABILITY Title I of the Americans with Disabilities Act of 1990, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodations for individuals with disabilities of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (AGES) Title IX of the Education Amendments Act of 1972, as amended, prohibits sex discrimination in employment. It also prohibits sex discrimination in pay or other aspects of employment.

GENETICS Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of disease or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION All of these federal laws prohibit covered entities from retaliating against a person who files a charge of employment discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to preserve your right to file a private lawsuit, should you ultimately need to do so, you should contact EEOC promptly when discrimination is suspected. The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-649-4000 (toll-free) or 1-800-649-6320 (toll-free TTY number for individuals with hearing impairments), EEOC Field Office, or by calling an EEOC office available at www.eeoc.gov or on most telephone directories in the U.S. Government or Federal Government service. Additional information on EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

PROHIBITED CONTRACT DISABILITIES Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. 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.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS The Vietnam Era Veterans' Readjustment Benefits Act of 1974, as amended, prohibits federal contractors from discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who were discharged during a war or in a campaign or expedition for which a campaign badge has been authorized) and Armed Forces service medal veterans (veterans who, while on active duty, participated in U.S. military operations in connection with which a Presidential Service medal was awarded).

RETALIATION Retaliation is prohibited for which an Armed Forces service medal was awarded.

Section 56a 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 accommodations, 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.

NOTE: This is not a complete list of exemptions to minimum wage and overtime provisions. Refer to AS 23.10.055 and AS 23.10.060. The above text is intended for informational purposes only and is not to be construed as having the effect of law.

Inquiries should be made to: Wage and Hour Administration, Alaska Department of Labor and Workforce Development, 1251 Muldoon Road, Suite 113, Anchorage, AK 99504 Phone: (907) 269-4909 Email: statewidevagehour@alaska.gov

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.

Post in a Prominent Place

Rev. January 2021

PAY DAY NOTICE

PAY DAY IS ON:

MONDAY FRIDAY
TUESDAY SATURDAY
WEDNESDAY SUNDAY
THURSDAY

PAY SCHEDULE IS:

WEEKLY SEMI MONTHLY
BIWEEKLY MONTHLY

PAYCHECKS ARE ISSUED ON THE:

AND _____ OF THE MONTH

AT _____ TIME: _____

Attention Alaska Employers

Re Workers' Compensation poster

In order to be in complete compliance with the posting requirement of the State of Alaska, employers are required to post the Workers' Compensation notice entitled, "Employee's Notice of Insurance."

This can ONLY be obtained by calling your workers' compensation carrier.

Equal Employment Opportunity is THE LAW

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to jobs and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act of 1964, as amended, prohibits employers from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practice where the accommodation does not impose undue hardship.

DISABILITY Title I of the Americans with Disabilities Act of 1990, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodations for individuals with disabilities of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (AGES) Title IX of the Education Amendments Act of 1972, as amended, prohibits sex discrimination in employment. It also prohibits sex discrimination in pay or other aspects of employment.

GENETICS Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of disease or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION All of these federal laws prohibit covered entities from retaliating against a person who files a charge of employment discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to preserve your right to file a private lawsuit, should you ultimately need to do so, you should contact EEOC promptly when discrimination is suspected. The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-649-4000 (toll-free) or 1-800-649-6320 (toll-free TTY number for individuals with hearing impairments), EEOC Field Office, or by calling an EEOC office available at www.eeoc.gov or on most telephone directories in the U.S. Government or Federal Government service. Additional information on EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

PROHIBITED CONTRACT DISABILITIES Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. 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.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS The Vietnam Era Veterans' Readjustment Benefits Act of 1974, as amended, prohibits federal contractors from discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who were discharged during a war or in a campaign or expedition for which a campaign badge has been authorized) and Armed Forces service medal veterans (veterans who, while on active duty, participated in U.S. military operations in connection with which a Presidential Service medal was awarded).

RETALIATION Retaliation is prohibited for which an Armed Forces service medal was awarded.

Section 56a 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 accommodations, 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.

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