LABOR

FED **EMPLOYEE RIGHTS**

UNDER THE FAIR LABOR STANDARDS ACT

ENFORCEMENT

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 1½ 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 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours

restrictions. Different rules apply in agricultural employment. Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with

the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the **PUMP AT WORK** The FLSA requires employers to provide reasonable break time

for a nursing employee to express breast milk for her nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free fron intrusion from coworkers and the public, which may be used by

the employee to express breast milk. DEPARTMENT OF LABOR

AK

UNITED STATES OF AMERICA

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR



REV. 04/2023

DEPARTMENT

UNITED STATES

OF AMERICA

OF LABOR

FED **FAMILY AND MEDICAL LEAVE ACT**

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA

The birth, adoption or foster placement of a child with you, Your serious mental or physical health condition that makes you unable to work,

leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemembe You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information. FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid

Am I eligible to take FMLA leave? You are an **eligible employee** if **all** of the following apply:

You have at least 1,250 hours of service for your employer during the 12 months before your leave, and Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements. You work for a **covered employer** if **one** of the following applies: You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or

You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to request FMLA leave you must: Follow your employer's normal policies for requesting leave,

Give notice at least 30 days before your need for FMLA leave, or If advance notice is not possible, give notice as soon as possible

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can

determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave.

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. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious

health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress. What does my employer need to do?

If you are eligible for FMLA leave, your **employer** <u>must</u>: Allow you to take job-protected time off work for a qualifying reason,

Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, Sick Leave Starting July 1, 2025, sick leave is mandated by state law.

Employers must provide a sick leave benefit that meets the Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer <u>cannot</u> interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your

About your FMLA rights and responsibilities, and

How much of your requested leave, if any, will be FMLA-protected leave. Where can I find more information?

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

apply to bona fide executive, administrative, or professional lf you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process**.

> DEPARTMENT OF LABOR **UNITED STATES OF AMERICA WAGE AND HOUR DIVISION** UNITED STATES DEPARTMENT OF LABOR





Title VII of the Federal Civil Rights Act, SEXUAL HARASSMENT

IS ILLEGAL

If you have experienced:

AK

Unwelcome Sexual Advances; Requests for Sexual Favors;

Sexual comments or conduct that interferes with your work or creates a hostile work environment; or

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

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/

POLICE __ FIRE DEPT. 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)) 1111 W. 8TH STREET, SUITE 304 1251 MULDOON ROAD, SUITE 109 675 SEVENTH AVENUE, STATION J1

P.O. Box 111149 JUNEAU, AK 99811-1149 PHONE: (907) 465-4855

Anchorage, AK 99504 PHONE: (907) 269-4940 FAIRBANKS, AK 99701-4596 PHONE (907) 451-2890

Compensation posting or notice of compliance/certificate of insurance. Employees should refer to the Workers' Compensation posting or notice of compliance/certificate of insurance furnished by the state or the employer's insurance carrier for information about Workers'

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY. IT DOES NOT FULFILL THIS STATE'S WORKERS' COMPENSATION POSTING REQUIREMENT.

Department of Labor and Workforce Development **Notice to Employees** To file for UI by telephone and for all other UI assistance, As an employee of this company, you are covered

Services of the Alaska Department of Labor and Workforce 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 buying power so they can remain in the community. This, in turn, helps employers keep their trained work force. UI payments protect the economy in Alaska's communities until 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 employee 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 employee portion of the UI tax rates are posted on the Employment Security Tax website at: labor.alaska.gov/estax/faq/w1.htm.

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 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."

funded by U.S. Department of Labor through a grant award totaling \$25,815,406. We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Alaska employers are required by law to post this notice.

the maximum annual employee tax and your overpayment

is \$5 or greater. For the year you are claiming a refund, the

calendar year. (If you had more than the legal maximum

employee deduction withheld by any one employer, your

filing deadline for your application is Dec. 31 of the following

REV. 12/2024

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

ENFORCEMENT

YOUR RIGHTS UNDER USERRA

the uniformed services, and applicants to the uniformed services. REEMPLOYMENT RIGHTS **HEALTH INSURANCE PROTECTION**

You have the right to be reemployed in your civilian job if you leave that job to If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your perform service in the uniformed service and: dependents for up to 24 months while in the military.

you ensure that your employer receives advance written or verbal notice of your Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are

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 RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

are a past or present member of the • are obligated to serve in the uniformed service: uniformed service:

have applied for membership in the uniformed service; or

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Who is Protected?

National origin

then an employer may not deny you: initial employment; promotion; or any benefit of employment reemployment;

retention in employment; because of this status.

In addition, an employer may not retaliate against anyone 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

U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel

Employer Support of the Guard and Reserve • 1-800-336-4590

reemployed, generally without any waiting periods or exclusions (e.g., pre-

The U.S. Department of Labor, Veterans Employment and Training Service

If you file a complaint with VETS and VETS is unable to resolve it, you may

You may also bypass the VETS process and bring a civil action against an

The rights listed here may vary depending on the circumstances. The text of this

notice was prepared by VETS, and may be viewed on the internet at this address:

https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires

employers to notify employees of their rights under USERRA, and employers may

meet this requirement by displaying the text of this notice where they customarily

including the executive level.

For assistance in filing a complaint, or for any other information on

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

be viewed at https://webapps.dol.gov/elaws/vets/userra.

Special Counsel, as applicable, for representation.

employer for violations of USERRA.

place notices for employees.

existing condition exclusions) except for service-connected illnesses or injuries.

(VETS) is authorized to investigate and resolve complaints of USERRA violations.

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

request that your case be referred to the Department of Justice or the Office of

U.S. Equal Employment Opportunity Commission

REV. 05/2022

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. individuals with disabilities at all levels of employment, Conduct that coerces, intimidates, threatens, or

interferes with someone exercising their rights, Employees (current and former), including or someone assisting or encouraging someone managers and temporary employees else to exercise rights, regarding disability Job applicants discrimination (including accommodation) or Union members and applicants for membership

in a union What Types of Employment Discrimination are **Discrimination has Occurred?** Under the EEOC's laws, an employer may not

discriminate against you, regardless of your immigration status, on the bases of: reach the EEOC in any of the following ways: Color Religion

Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender 1-844-234-5122 (ASL video phone) an EEOC field office (information at Age (40 and older) www.eeoc.gov/field-office) Disability Genetic information (including employer requests

genetic services, or family medical history) Retaliation for filing a charge, reasonably discrimination, is available at opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding

to exercising rights regarding disability discrimination or pregnancy accommodation **What Organizations are Covered?** Most private employers

Interference, coercion, or threats related

State and local governments (as employers) Educational institutions (as employers) Unions

Staffing agencies **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 or promotion Assignment

Pay (unequal wages or compensation) Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious

belief, observance or practice Benefits Job training

Classification

proceeding

Referral Obtaining or disclosing genetic information of

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

pregnancy accommodation What can You Do if You Believe

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 ding on where you live/work). You can

Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx 1-800-669-4000 (toll free) 1-800-669-6820 (TTY)

E-Mail *info@eeoc.gov* for, or purchase, use, or disclosure of genetic tests, Additional information about the EEOC, including information about filing a charge of

> **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

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,

discrimination on the following bases:

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 of Federal contractors from discrimination based on inquiring about, disclosing, or

gender identity, or national origin, and requires

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, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee,

barring undue hardship to the employer. Section 503

also requires that Federal contractors take affirmative

action to employ and advance in employment qualified

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

Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free) If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's

PROGRAMS OR ACTIVITIES RECEIVING

FEDERAL FINANCIAL ASSISTANCE 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

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

a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

Department of Labor and Workforce Development

Safety and Health Protection on the Job

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

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.

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 employee 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 **COMPLIANCE** 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. **COMPLAINT:**

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 Pursuant to AS 18.60.089, 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 **COMPLAINT:** or is expected to testify in a proceeding related 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.

If upon inspection, the Compliance Officer believes an employer has violated the law, a citation alleging such violations will be **CITATION:** 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 The law provides for mandatory penalties against employers of up to \$16,550.00 for each serious violation and for optional penalties of up to \$16,550.00 for any other violations. Penalties of up to \$16,550.00 per day may be proposed for failure PENALTY: 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 \$165,514.00 for each violation. Current penalty supplements may be found here: $https://labor.alaska.gov/lss/program_directives.htm.\\$

after a first conviction doubles these maximum penalties. **VOLUNTARY** 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. **ACTIVITY:** The Alaska Department of Labor and Workforce Development encourages employers and employees to reduce workplace hazards

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 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. MORE Additional information and copies of the law, specific safety and health standards, and other regulations may be obtained from the

voluntarily and to develop and improve safety and health programs in all workplaces and industries.

Health at the addresses shown at the bottom of this page. **PROGRAM** 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 **COMPLAINT:** this plan to assure that continued approval is merited. Any person may make a complaint regarding the State administration of this

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.

or physical agents. Employers must train employees in the health effects of the toxic or hazardous substances and physical agents to which they are exposed and in

the purpose, proper use, and limitations of personal protective equipment. Employers must keep on file and make available during the work-shift, Safety Data Sheets (SDS) for each toxic or hazardous substance or physical

agent to which employees may be exposed. Employers must remove employees from exposure to the substance or physical agent if an SDS cannot be obtained and provided to employees within 15 calendar days of a request. The Alaska Department of Labor and Workforce Development will provide assistance to employers in the form of SDS program development aids, on-site program review, and safety seminars.

For more information, employers, employees and concerned citizens may contact the Alaska Department of Labor and Workforce Development, Labor Standards and Safety Division, Occupational Safety and Health, http://labor.alaska.gov/lss/oshhome.htm. · Consultation & Training 1-800-656-4972 · Enforcement 1-800-770-4940

FAIRBANKS, AK 99701-4596 P.O. Box 111149 (907) 451-2890 ANCHORAGE, AK 99504 JUNEAU, AK 99811-1149 (907) 269-4940 (907) 465-4855 (907) 451-2888

> AKOSH 1-800-770-4940 or 24-hour OSHA hotline 1-800-321-6742 **STATE OF ALASKA**LABOR STANDARDS & SAFETY Alaska Occupational Safety and Health

Since 1953

REV. 11/2024

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits

Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and

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

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 and Workforce Development

Effective July 1, 2025, the Alaska minimum wage shall be \$13.00 per hour. Alaska Statute 23.10.050 – 23.10.150 establishes minimum • Workers engaged in planting or tending trees, wage, overtime pay, and sick leave standards for cruising, surveying, bucking or felling timber, employment subject to its provisions. These standards are preparing or transporting logs or other forestry generally applicable to all employees. School bus drivers, products to the mill, processing plant, railroad or however, shall receive at least two times the Alaska minimum other transportation terminal if the total number of wage. Other exceptions to the minimum wage requirement employees in such lumber operations does not exceed

Summary of Alaska Wage and Hour Act

Alaska minimum wage, overtime, and sick leave requirements do not apply to the following employees: In agriculture;

In domestic service (including babysitting) in or about By U.S., state or local governments (i.e., political Volunteers for a nonprofit organization performing

outside salesman, or as any 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

voluntary ski patrol personnel; 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;

In the search for placer or hard rock minerals; An individual engaged in activities for a nonprofit 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 By a nonprofit educational or child care facility to

of operation for longer than four months

In delivery of newspapers to the consumer;

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, vertime 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:

cheese, butter or other dairy products Agricultural employees; An employee employed as a seamen;

ployee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate.

HOURS OF WORK RESTRICTIONS: NO MINOR UNDER 18

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

Occupations with exposure to radioactive substances and to ionizing radiation.

Occupations involved with excavation operations.

ADDITIONAL RESTRICTIONS FOR 14 & 15 YEAR OLDS: Occupations in manufacturing, mining or processing, including workrooms or places where goods are manufactured, mined or otherwise processed.

Occupations that involve working from windowsills, ladders, scaffolds or their substitutes. Occupations operating power-driven slicers, grinders, choppers, cutters and bakery mixers. 11. Work in freezers, meat coolers, or preparation of meat for sale. Loading/unloading to or from trucks, railroad cars or conveyers. Occupations in warehouses and storage except office and clerical work.

All minors 16 and under must have a work permit on file with the Department. If the employer is licensed to sell

MARIJUANA & CANNABIS INDUSTRY: AS 17.38.070 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,

1251 MULDOON ROAD, SUITE 113 ANCHORAGE, AK 99504 (907) 269-4900

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,

FED

retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA. **ADDITIONAL INFORMATION**

the Commonwealth of Puerto Rico.

exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified

1-866-487-9243 www.dol.gov/agencies/whd

written agreement which has been approved by 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

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), subject to certain provisions (see AS

wage and overtime provisions. Refer to AS 23.10.055 and

purposes only and is not to be construed as having the effect

leave absences of three or fewer consecutive days

Unused sick leave hours carry forward into the next

No adverse actions can be taken against an employee for

out upon termination of employment. Sick leave does not

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 subject to inspection and copy by that

Make inquiries to: Wage and Hour, 1251 Muldoon Road, Suite

Post in a Prominent Place

113, Anchorage, AK 99504 Phone: (907) 269-4900 Email:

statewide.wagehour@alaska.gov

using sick leave. Sick leave is not required to be cashed

AS 23.10.060. The above text is intended for informational

year during the mining season;

Effective January 1, 2025, the Alaska minimum wage shall be \$11.91 per hour.

An outside buyer of poultry, eggs, cream or milk; Hospital employees who provide 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 In the taking of aquatic life; or the hand picking of

A community health aide employed by a local or regional health organization Work performed by certain flat-rate mechanics primarily engaged in servicing automobiles, light trucks, and motor homes, subject to certain and activities related only to the organization's nonprofit specific provisions (see AS 23.10.060(d)(17)); An employee of a small mining operation where not In a bona fide executive, administrative or professional more than 12 people are employed, as long as the capacity; or in certain computer occupations, or as an

An employee employed by a daily newspaper with a circulation of less than 1000 Casual employees as defined by regulations of the Commissioner of Labor and Workforce Development; the sale of motor vehicles and related products and A line haul truck driver for a trip exceeding 100 road services that are part of the sale; or (c) solicit, sell, lease miles one way if the driver's pay includes overtime pay or exchange motor vehicles; for work in excess of 40 hours per week or eight hours Voluteer EMS personnel, volunteer firefighters, and per day, and if the rate of pay is comparable to the

23.10.060(d)(18)) Work performed by a flight crew member employed An independent taxicab driver under the provisions of by an air carrier subject to 45 U.S.C. 181-188 (subchapter II of the Railway Labor Act); Solely as a watchman or caretaker on a premises out A switchboard operator employed in a public telephone exchange that has fewer than 750 stations **NOTE:** This is not a complete list of exemptions to minimum

serve in place of a parent of children in residence if the 1 hour of sick leave is earned for every 30 hours 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 56 or 40 hours of sick leave can be accrued and used unmarried person; or \$15,000 for a married couple. per year depending on if the employer has 15 or fewer than 15 emplovees **Overtime Hours** No doctor's note or verification is required for sick

By an employer who employs three or fewer people in the regular course of business; An individual employed in preparing agricultural or horticultural commodities for market, or in making

NOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under

Department of Labor and Workforce Development **Summary of Alaska Child Labor Law**

he Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

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, handiwork and domestic employment in or about private homes. The entertainment industry, with an approved work permit from the Alaska Wage and Hour Administration.

DURING SCHOOL VACATIONS. Work 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.

Operation of power-driven woodworking machines.

15. Occupations involved in roofing operations.

Operation of elevators or other power-driven hoisting apparatus. 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. 11. Occupations involved in the operation of power-driven paper products machines.

13. Occupations involved in the operation and cleaning of circular saws, band saws, and guillotine shears.

12. Occupations involved in the manufacture of brick, tile and kindred products.

14. Occupations involved in wrecking, demolition and shipwrecking operations.

Logging or occupations in the operations of any sawmill, lathe mill, shingle mill or cooperage.

17. Electrical work with voltages exceeding 220, or outside erection or repair and meter testing including telegraph Occupations involving exposure to bloodborne pathogens. 19. Occupations involved in canvassing, peddling, solicitating door-to-door contributions, or outside sales

A minor who is scheduled to work six consecutive hours is entitled to a 30-minute break during the workday. A minor

Occupations involved in operation of power-driven machinery other than office machines. Occupations in construction (including demolition and repair) except office work. Any work in an establishment that serves alcoholic beverages. Occupations in or about canneries, except office work.

Work involved with maintenance or repair of the establishment's machines or equipment.

who works five consecutive hours is entitled to a 30-minute break before continuing to work.

Work performed in or about boilers, engine rooms or retorts.

14. Occupations involving use of sharpened tools. 15. Occupations in transportation of persons or property except office or sales work. Minors are exempt from sick leave if they work less than 30 hours per week. If a minor works 30 hours or more in any week they must earn the appropriate amount of sick leave for all hours worked that week.

prohibited from working at licensed establishments. **TOBACCO & PULL-TABS:** AS 11.76.106 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.

alcohol, then all minors 17 years of age must also have an approved work permit. Minors under 16 years of age are

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

1111 W. 8TH STREET, SUITE 302 675 7th Avenue, Station J-1 JUNEAU, AK 99802-1149 FAIRBANKS, AK 99701 (907) 465-4842 (907) 451-2886

REV. 01/2025

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment. Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT

to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably

suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the 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.

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.

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

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

WAGE AND HOUR DIVISION 1-866-487-9243 UNITED STATES DEPARTMENT www.dol.gov/agencies/whd

WH1462 **REV. 02/2022**

FEDERAL

YOUR EMPLOYEE RIGHTS UNDER THE

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

To care for your spouse, child or parent with a serious mental or physical health condition, and Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or

You work for a covered employer, You have worked for your employer at least 12 months,

You work for an elementary or public or private secondary school, or

Your **employer** may request certification from a health care provider to verify medical leave and may request

Under The Alaska Human Rights Law and (AS 18.80.220)

Your employer has made decisions about your job based on whether you accepted or rejected sexual advances, comments, or conduct,

AK Department of Labor and Workforce Development **Emergency Information**

REV. 02/2018 **NOTICE:** This state requires an employer to display a Workers' Compensation posting furnished by the employer's insurance carrier or a state agency. Employers should contact their insurance carrier or the appropriate state agency to obtain a copy of this state's Workers'

contact your local UI claim center. The phone numbers are by Unemployment Insurance (UI). The UI program is administered by the Division of Employment and Training 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) 252-2557 The toll-free telephone number to connect to Alaska Relay is (800) 770-8973 or voice (800) 770-8255. 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

employer is responsible for refunding this excess deduction To obtain an Employee Application for Refund, write the Alaska Department of Labor and Workforce Development, P.O. Box 115509, Juneau, AK 99811-5509 or email Tax at: esd.tax@alaska.gov or download the form at: labor.alaska.gov/estax/forms/toc_forms.htm. As with any insurance, you must meet certain Alaska's Unemployment Insurance Program is 100 percent

JJKeller.com/laborlaw 800-327-6868

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QR CODE) Scan with phone camera:

ONLINE

JUL2025 65704F

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

Retaliation 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

Help Desk at https://ofccphelpdesk.dol.gov/s/, or 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 https://www.dol.gov/agencies/ofccp/contact

accommodation, can perform the essential functions of If you believe you have been discriminated against in

REV. 06/27/2023

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:

> 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

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 \$10,000 or by imprisonment for not more than 6 months, or by both. Conviction of an employer

Alaska Department of Labor and Workforce Development, Division of Labor Standards & Safety, Alaska Occupational Safety and **INFORMATION:**

Employers must inform employees about the locations and nature of operations, which could result in exposure to toxic or hazardous substances

plan directly to the U.S. Department of Labor, OSHA, Region IX, 90 7th St., Suite 2650, San Francisco, CA 94103, Phone (415) 625-

· 24-hour OSHA hotline 1-800-321-6742 1111 West 8th Street, Suite 304 1251 MULDOON ROAD, STE 109

> AS 18.60.058 (a) requires that employers must notify either AKOSH or OSHA within eight hours of an in-patient hospitalization, loss of an eye, amputation, or fatality.

675 7th Avenue, Station J

To update your labor law posters contact J. J. Keller & Associates, Inc.

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