FED

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.

OVERTIME PAY At least $1\frac{1}{2}$ times the regular rate of pay for all hours worked over 40 in a workweek.

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

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. **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 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 doublec when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file

a complaint or participate in any proceeding under the FLSA. ADDITIONAL INFORMATION

Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. 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 the Commonwealth of Puerto Rico.

Some state laws provide greater employee protections; employers must comply with both.

Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

OF LABOR UNITED STATES

OF AMERICA

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

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

one thousand dollars (\$1,000.00) for each violation. For the purpose of

Any employer who willfully discharges or in any other manner willfully

discriminates against any employee because such employee has made

any complaint to his employer, to the Director of Labor, or his authorized

representative that he has not been paid minimum wages in accordance

with the law, or because such employee has caused to be instituted or is

or because such employee has testified or is about to testify in any such

proceeding shall be deemed in violation of the Minimum Wage Law and

shall be subject to a civil penalty of not less than fifty dollars (\$50.00) and

purpose of this section, each day the violation continues shall constitute

a separate offense. In addition to the civil penalty, the Director of Labo

restrain any person, firm, corporation, partnership, or association who

The Director of Labor may enforce Arkansas minimum wage law by

instituting legal action to recover any wages due. An employee may bring an action for equitable and monetary relief against an employer if the

employer pays the employee less than the minimum wages, including

overtime wages, to which the employee is entitled. The employee shal

not be required to exhaust administrative remedies before bringing an

action. An employee may recover the full amount of wages due plus cost

additional amount up to but not greater than the amount of wages found

and a reasonable attorney's fee. The employee may also be awarded an

to be due, to be paid as liquidated damages for willful violations.

and hours will remain in effect and will be enforced.

sions govern the employment of children in the ente

violations were provided by Act 687 of 2023.

After August 1, 2023, permits will no longer be required.

Enhanced civil and criminal penalties for child labor law

NOTE: All state and federal laws regarding work activities

State law regulates the employment of minors under the age of 17. Special

industry, otherwise, children who are 14 and 15 years of age may not work:

*Before 6:00 a.m. nor after 7:00 p.m. except on nights preceding non-

Children under 14 may not be employed except in the entertainment

industry, as newspaper carriers, bat boys or bat girls of professional

their parents or guardians during school vacation.

Children who are 16 years of age may not work:

(b) such boy or girl is married or is a parent.

hours in a twenty-four hour period.

*More than 6 days a week.

*More than 54 hours a week.

WAGE COLLECTION ACT

Labor Department and Licensing

EMPLOYERS SUBJECT TO THE MINIMUM WAGE ACT ARE REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE FOR ALL EMPLOYEES.

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

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

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.

Department of Labor and Licensing

Department of Veterans Affairs

ARKANSAS VETERANS' BENEFITS AND SERVICES

services available to service members and veterans.

Summary of Arkansas Military and Veterans Benefits: Arkansas offers special benefits for Service members, Veterans, and their Families including property tax exemptions, state employment preferences, education and tuition assistance, vehicle tags, as well

as hunting and fishing license privileges. Eligibility for some benefits may depend on residency, military component, and Veteran

Mental Health Support and Services: Find treatment and support for mental health problems like PTSD, MST, depression,

Veteran Readiness and Employment (VR&E): Service members and veterans with service-connected disabilities may qualify

Careers and Employment: Apply for Veteran Readiness and Employment (VR&E), get support for your Veteran-owned small

Military pay received by Service members serving in an active or reserve component of the U.S. Armed Forces is exempt

annuity, or similar allowance for personal injury or sickness resulting from active service in the U.S. Armed Forces should

Arkansas State Taxes on Military Disability Retirement Pay: Military disability retirement pay received as a pension,

Arkansas resident Veterans who received an honorable discharge from service in the U.S. Armed Forces can request a Veteran

The Arkansas Division of Workforce Services (ADWS) administers the Arkansas UI program that provides temporary financial

VA Health Care: Apply for VA health care, learn how to access services, and manage your health and benefits online.

Disability and Benefits: File a claim for disability compensation for conditions related to your military service and manage

Homelessness Support, Housing Assistance, VA Home Loans: VA can connect you with housing resources and offer benefits

Pension: Apply for monthly payments for wartime Veterans and survivors with limited or no income who meet certain

Burials and Memorials: Determine burial eligibility, get help planning a burial in a VA national cemetery, order memorial

NOTE: Employers in Arkansas with fifty (50) or more full-time equivalent employees are required to display this poster in a conspicuous place

Applicants can file a claim for UI online at the ADWS, EZARC UI Claim webpage (Monday through Friday, 6 a.m. - 6 p.m.

For more information or questions, please call the UI Service Center at 844-908-2178 (Monday through Friday, 8 a.m. -

Connect with Social Workers: Get help with resources, crisis intervention, intimate partner violence, food insecurity,

Veterans Crisis Line: Connect with caring, qualified VA responders. Confidential support is available 24/7.

Apply for and manage GI Bill and other education benefits: Help pay for college and training programs

PHONE: 501-682-4500

LITTLE ROCK, AR 72201

900 W CAPITOL

paseball clubs, sports referees, to hand harvest short season crops, or by

*More than 10 consecutive hours in any one day; no more than ten 10

*Before 6:00 a.m. nor after 11:00 p.m. except that the limitations of

6:00 a.m. and 11:00 p.m. shall not apply to children 16 years of age

determined by rule of the Arkansas Department of Labor and Licensing to

be sufficiently safe for their employment. Provided, however, that no boy

r girl between the ages of 16 and 18 shall be subject to the provisions o

(a) such boy or girl is a graduate of any high school, vocational school or

ntertainment industry provided the child is issued an Entertainmen

Work Permit by the Director of Labor, Child labor violations result in a civi

money penalty of not less than \$100.00 and not more than \$5,000.00 for

IF YOU HAVE QUESTIONS CONCERNING

THE ARKANSAS MINIMUM WAGE LAW,

TELEPHONE 682-4500.

collection of wages due him or her for work performed. Work performed

shall include all or any work or service performed by any person employe

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

need help in collecting wages due them should contact the Arkansas

not exceed the sum of two thousand dollars (\$2,000.00). Employees who

THIS POSTER CONTAINS ONLY A SUMMARY

Copies of the complete laws and administrative rules are available from the Department of Labor and Licensing.

ARKANSAS DEPARTMENT OF LABOR AND LICENSING

DIVISION OF LABOR

900 West Capitol Suite 400

PHONE (501) 682-4500

Fax (501) 682-4506

TDD (800) 285-1131

ARKANSAS DEPARTMENT OF LABOR AND LICENSING (ADLL)

LITTLE ROCK, ARKANSAS 72205

The Wage Collection Act provides assistance to any employee in the

employed on nights preceding non-school days in occupat

Act 647 of 1987 allows for the employment of children in the

EMPLOYEES REMEDIES

CHILD LABOR

*More than 8 hours a day.

*More than 6 days a week.

*More than 48 hours a week.

is authorized to petition any court of competent jurisdiction to enjoin or

not more than one thousand dollars (\$1,000.00) for each violation. For the

bout to cause to be instituted any proceeding under or related to the law

this subsection, each such violation shall constitute a separate offens



REV. 04/2023

AR Department of Labor and Licensing **NOTICE to employer & employee**

All employees covered by Arkansas Code 11-4-202 to 11-4-220 must be paid a minimum wage of at least: \$11.00 an hour effective January 1, 2021 with an allowance for gratuities

The Arkansas Minimum Wage applies to an employer of four (4) or more persons. Common exemptions include: *Executive, administrative or professional employees

*Students whose work is a part of a bona fide vocational training program. Students who work in the schools they are attending. *Some farm laborers

*Independent contractors

*Employees of the United States

Any full-time student attending any accredited institution of education

not to exceed \$8.37 per hour.

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 imum 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 ny other employee subject to a gratuity allowance. HANDICAPPED WORKERS

The Director has established rules for employment of these workers. For urther 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 on a part-time basis in a bona fide training program. For further information contact the Department of **OVERTIME PAY** Overtime compensation must be paid at the rate of one and one-half imes 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 employers with less than 4 employees, or agricultural

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

(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 sworn statements from an employer about his mployees' 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, nowever, deductions which are not otherwise prohibited and which are for the employee's benefit may be made if authorized in writing by the

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, appare 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. 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 vork. 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 difference in duties and services performed, or difference in

the shift or time of the day worked, or any other reasonable differentiatior except difference in sex. Every employer shall keep and maintain records of the salaries and wage rates, job classifications and other terms and onditions of employment of the persons employed by him and such records shall be preserved for a period of three (3) years.

Any employer who willfully hinders or delays the Director or his authorized epresentative in the performance of his duties in the enforcement of the Minimum Wage Law or of any rule issued under it shall be subject to a civil penalty of not less than fifty dollars (\$50.00) and not more than

U.S. Department of Veterans Affairs (VA) Resources Substance Abuse and Mental Health Treatment Options

Website: www.socialwork.va.gov

Chat Online: VeteransCrisisLine.net

Educational, Workforce, and Training Resources

business, and access other career resources.

Military Pay Exempt from Arkansas State Taxes:

not be included in taxable income

NGB 22, Report of Separation

and Sunday 7 a.m. - 6 p.m.).

MyVA411: (800) 698-2411

Additional VA Benefits and Services

Veterans ID card issued by the VA

DD256 or 257, Discharge Certificate DD2, retired Veteran ID card

MyVA411: (800) 698-2411

from Arkansas income tax

Text: 838255

TTY: 800-799-4889

substance use dependence, and support for housing instability.

VA Health Care Hotline: (877) 222-8387 (press 0)

VA Education Benefits Assistance Service Line:

From overseas: 001-918-781-5678

Website: www.va.gov/careers-employment/

Veteran Designation on Arkansas ID Card and Driver's License:

Website: www.va.gov/education/about-gi-bill-benefits/

Website: www.va.gov/careers-employment/vocational-rehabilitation/

Military retirement pay is exempt from Arkansas income taxes.

https://myarmybenefits.us.army.mil/Benefit-Library/State/Territory-Benefits/Arkansas#Taxes

Veterans must provide one of the following documents as proof of eligibility:

Eligibility for Unemployment Insurance (UI) Benefits Under State and Federal Law

Find local Veteran Service Organizations (VSO): Get help from an accredited representative.

DD214, Certificate of Release or Discharge from Active Duty

assistance for workers who are unemployed through no fault of their own

Website: www.va.gov/get-help-from-accredited-representative/

VA Health Care Hotline: (877) 222-8387 (press 0)

Website: www.va.gov/disability/how-to-file-claim

Call Center for Homeless Veterans: (877) 424-3838

 $\textbf{Website:} \ \underline{www.va.gov/housing-assistance/home-loans}$

Website: www.va.gov/burials-memorials/schedule-a-burial/

VA Loan Guaranty Service: (877) 827-3702

VA National Cemetery Office: (800) 535-1117

r, Caregiver, and Survivor Benefit

Website: www.va.gov/family-and-caregiver-benefits/

Website: www.va.gov/health-care/how-to-apply

VA Benefits Hotline: (800) 827-1000

to help build, improve, or keep your current home.

VA Benefits Hotline: (800) 827-1000

VA Benefits Hotline: (800) 827-1000

Website: www.va.gov/pension

Arkansas has many more options for Tax relief for Military and Veterans. You can see an up-to-date list at

designation on their Arkansas driver's license or ID card. Veterans can apply at any Arkansas Driver Control Office

From the U.S.: (888) 442-4551

PHONE: 501-683-2382

501 WOODLANE ST, 401N

LITTLE ROCK, AR 72201

FED

LABOR

LAWS

YOUR EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

What is FMLA leave? 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 for

Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for: The birth, adoption or foster placement of a child with you,

Your serious mental or physical health condition that makes you unable to work,

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 illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember 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

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave

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

You work for a covered employer,

You have worked for your employer at least 12 months, You have at least 1,250 hours of service for your employer during the 12 months before your leave, and

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

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 previous calendar year,

You work for an elementary or public or private secondary school, 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 Your employer may request certification from a health care provider to verify medical leave and may request certification of

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

What does my employer need to do? If you are eligible for FMLA leave, your employer must:

the U.S. Office of Personnel Management or Congress.

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, and 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 cannot 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 investigation 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 **employer** must notify you in writing: 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. If 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



REV. 04/2023

EMPLOYEES OF

Division of Workforce Services NOTICE TO EMPLOYEES

HOW TO CLAIM UNEMPLOYMENT INSURANCE

are covered by the Division of Workforce Services Law.

your employer has your correct Social Security Number.

The Law provides Unemployment Benefits for unemployed workers and under certain conditions for those working As a covered employee, your employer has contributed to or will reimburse the Arkansas Unemployment Trust Fund from which benefits are paid. NO DEDUCTIONS CAN BE MADE FROM YOUR WAGES FOR THIS PURPOSE. Be sure

A. If and when you know you are going to be out of work for a calendar week or more, YOU SHOULD PROMPTLY:

File a claim for benefits through the Division of Workforce Services.

We will try to help locate work for you both before benefit payments start and while they are being paid. If you are attached to a regular employer, working less than full time due entirely to lack of work, you may be eligible for partial Unemployment Insurance Benefits.

In that case, claim partial benefits—<u>promptly</u>—by reporting the facts (dates, wages, employer). <u>Do not delay</u> Our Local Office will answer questions and supply further information.

Full time Local Offices are situated in the following cities to provide services to Unemployment Insurance Claimants: Arkadelphia Forrest City Magnolia Rogers

Malvern **Batesville** Fort Smith Harrison Mena **Blytheville** Monticello Helena Camden Hope Mountain Home **Hot Springs** Newport Conway El Dorado Jonesboro Paragould

Little Rock Pine Bluff **Fayetteville CAUTION:** False statements to obtain benefits, concealment of material facts, or failure to report earnings for the purpose of obtaining or increasing Unemployment Insurance Payments, are violations of criminal laws and lead to

*** Servicios de Interpretación/Traducción disponibles por medio de su oficina local. --- Ewôr Jerbal in ukok ikilien jeje im kennaan ilo opij ko ilo kwoj pād je, --- Các Dịch Vụ Thông Dịch/Phiên Dịch có sẵn qua văn phòng địa phương của quý vị. --- ຫ້ອງການປະຈຳທ້ອງຖິ່ນຂອງທ່ານໃຫ້ບໍຣິການນາຍພາສາແລະການແປເອກະສາເ -- Interpretation/Translation services available through your local office. ***

DWS-ARK-237 (Rev. 1-07) v09142021

Form AR-P

Ark. Code Ann.

§11-9-403, 407

AWCC Rule7

Updated: 06-16-14

REV. 09/14/2021

Russellville

Texarkana

West Memphis

Searcy

ARKANSAS WORKERS' COMPENSATION COMMISSION 324 Spring Street, Little Rock, AR 72201 Mail: P. O. Box 950, Little Rock, AR 72203-0950 LITTLE ROCK OFFICE - 1-800-622-4472 / 501-682-3930 Springdale Office - 1-800-852-5376 / 479-751-2790

All employees of this establishment entitled to benefits under the provisions of the Arkansas workers'

WORKERS' COMPENSATION INSTRUCTIONS TO EMPLOYERS AND EMPLOYEES

compensation laws are hereby notified that their employer has secured the payment of such compensation as may at any time be due employees or their dependents. This employer is required by state law to provide workers' compensation coverage or this employer has waived the exclusion or exemption from the operation of the workers' compensation laws, and the employer certifies by the display of this poster that workers' compensation coverage is now provided by a workers' compensation insurance policy or by enrollment in the Arkansas Self-Insurance Program or by the Public Employee Claims Division of the Arkansas Insurance Department.

> IN CASE OF JOB-RELATED INJURIES OR OCCUPATIONAL DISEASES The Employer Shall:

> > (Place label indicating Insurer's Name, Claims Office Address, Claims Office Phone Number and Policy Expiration Date)

Provide all necessary medical, surgical and hospital treatment, as required by law, following the injury and for such additional time as ordered by the Workers' Compensation Commission.

Provide compensation payments in accordance with the provisions of the law. The first installment of compensation becomes due on the 15th day after the employer has notice of the injury or death, except in those cases where liability has been denied by the employer.

Provide prompt reporting of accidents to appropriate parties.

Keep a record of all injuries received by its employees. The Employee Shall:

The employee shall report the injury to the employer on Form N **and** to a person or at a place specified by the

employer, unless the injury either renders the employee physically or mentally unable to do so, or the injury is made known to the employer immediately after it occurs. The employer shall not be responsible for disability, medical, or other benefits prior to receipt of the employee's notice of injury. All reporting procedures specified by the employer must be reasonable and shall afford each employee reasonable notice of the reporting requirements. The foregoing shall not apply when an employee requires emergency medical treatment outside the employer's normal business hours; however, in that event, the employee shall cause a report of the injury to be made to the employer on the employer's next regular business day. Failure to give such notice shall not bar any claim (1) if the employer had knowledge of the injury or death, (2) if

the employee had no knowledge that the condition or disease arose out of and in the course of employment, or (3) if the Commission excuses such failure on the grounds that for some satisfactory reason such notice could not be given. Objection to failure to give notice must be made at or before the first hearing on the claim. **Statutory Information:**

Ark. Code Ann. § 11-9-514(b) states: "Treatment or services furnished or prescribed by any physician other than the ones selected according to the foregoing, except emergency treatment, shall be at the claimant's expense."

Ark. Code Ann. § 11-9-514(f), however, indicates: When compensability is controverted, subsection (b) shall not The employee requests medical assistance in writing prior to seeking the same as a result of an alleged

compensable injury; and The employer refuses to refer the employee to a medical provider within forty-eight (48) hours after such

written request as provided above; and The alleged injury is later found to be a compensable injury; and

The employer has not made a previous offer of medical treatment. If you have any questions regarding your rights under the Arkansas workers' compensation laws, you may call an Arkansas Workers' Compensation Commission legal advisor at our toll-free number listed above

All employers who come within the operation of the Arkansas workers' compensation laws and have complied with its provisions must post this notice in a CONSPICUOUS place in or about their place or places of business. **AWCC Form P (Posting Notice)**

A posting notice is mentioned in Ark. Code Ann. §11-9-403, Ark. Code Ann. §11-9-407 and AWCC Rule 7. **AWCC Form P** satisfies all requirements.

Is to be on display in a conspicuous place;

Tells employers what to do when an employee is injured; Instructs employees to notify the employer immediately (or no later than the close of the next business

day) when injured; Lists the claims office that will be handling the insurance aspects of the case; Gives the claims office telephone number;

Announces the expiration date of the insurance policy; and

Provides telephone numbers for Arkansas Workers' Compensation Commission legal advisors if either party Employers without Form P may lose the use of Form N as a defense in litigation. Employees disobeying

instructions on **Form P** may delay their benefits or jeopardize the awarding of any benefits in a contested case. The AWCC furnishes samples, not supplies, of Form P. Carriers are to send their insureds an adequate number, and self-insureds must arrange with a printer for the supply they need. Carriers and employers may enlarge Form **P** for posting purposes.

Information about Form P is available from the Support Services Division (1-800-622-4472 or 501-682-3930). Ark. Code Ann. §11-9-106(a): "Any person or entity who willfully and knowingly makes any material false statement or

representation, who willfully and knowingly omits or conceals any material information, or who willfully and knowingly employs any device, scheme, or artifice for the purpose of: obtaining any benefit or payment; defeating or wrongfully increasing or wrongfully decreasing any claim for benefit or payment; or obtaining or avoiding workers' compensation coverage or avoiding payment of the proper insurance premium, or who aids and abets for any of said purposes, under this chapter shall be guilty of a Class D felony. Fifty percent (50%) of any criminal fine imposed and collected under this section shall be paid and allocated in accordance with applicable law to the Death and Permanent Total Disability Trust Fund administered by the Workers' Compensation Commission."



FED

U.S. Equal Employment Opportunity Commission

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

E-Mail

following bases:

and temporary employees Job applicants Union members and applicants for membership in

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

Color

Religion

National origin Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)

Age (40 and older) Disability Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)

Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding Interference, coercion, or threats related to

exercising rights regarding disability discrimination **What Organizations are Covered?**

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

Most private employers

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

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,

Benefits Job training Classification

FED

REEMPLOYMENT RIGHTS

with that particular employer;

under other than honorable conditions

are a past or present member of the •

have applied for membership in the

conclusion of service; and

cases, a comparable job.

uniformed service;

uniformed service; or

initial employment;

reemployment;

because of this status.

connection.

FED

EXEMPTIONS

security-related activities.

DEPARTMENT OF LABOR UNITED STATES OF AMERICA

then an employer may not deny you:

retention in employment;

observance or practice

Referral Obtaining or disclosing genetic information of employees

Requesting or disclosing medical information of Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding

Conduct that coerces, intimidates, threatens, or someone assisting or encouraging someone else to and advance in employment qualified individuals with

exercise rights, regarding disability discrimination (including accommodation) or pregnancy

What can You Do if You Believe **Discrimination has Occurred?**

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways: 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) 1-844-234-5122 (ASL video phone) an EEOC field office (information at www.eeoc.gov/field-office) info@eeoc.gov

Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.

> **EMPLOYERS HOLDING FEDERAL** CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the

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.

Race, Color, Religion, Sex, Sexual Orientation,

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 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

disabilities at all levels of employment, including the

executive level. **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 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 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 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. 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

n educational programs or activities which receive Federal

financial assistance. Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all

aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal

you return to work or apply for reemployment in a timely manner after

would have attained if you had not been absent due to military service or, in some

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

In addition, an employer may not retaliate against anyone assisting in the

enforcement of USERRA rights, including testifying or making a statement in

you have not been separated from service with a disqualifying discharge or

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.

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 perform service in the uniformed service and: continue your existing employer-based health plan coverage for you and your 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 reemployed, generally without any waiting periods or exclusions (e.g., pre-

ENFORCEMENT

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. For assistance in filing a complaint, or for any other information on If you are eligible to be reemployed, you must be restored to the job and benefits you USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can

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

If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

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

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 place notices for employees.

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

REV. 05/2022

are obligated to serve in the

any benefit of employment

WAGE AND HOUR DIVISION

uniformed service:

promotion; or

EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT

UNITED STATES DEPARTMENT OF LABOR www.dol.gov/agencies/whd

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

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

Federal, State and local governments are not affected by the law. Also, the law does not apply

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector,

subject to restrictions, to certain prospective employees of security service firms (armored car.

alarm, and quard), and of pharmaceutical manufacturers, distributors and dispensers

to tests given by the Federal Government to certain private individuals engaged in national

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. employee or prospective employee for refusing to take a test or for exercising other rights under

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.

The Act also permits polygraph testing, subject to restrictions, of certain employees of

embezzlement, etc.) that resulted in economic loss to the employer

private firms who are reasonably suspected of involvement in a workplace incident (theft,

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

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

REV. 02/2022



Job Safety and Health

- All workers have the right to:
- A safe workplace. Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being
- Receive information and training on job in your workplace.
- 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.
- speak in private to the inspector. • File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been
- employer. Request copies of your medical records, tests

This poster is available free from OSHA.

IT'S THE LAW!

Employers must:

- retaliated against. hazards, including all hazardous substances
- Request a confidential OSHA inspection
- Participate (or have your representative) participate) in an OSHA inspection and
- retaliated against for using your rights. See any OSHA citations issued to your
- that measure hazards in the workplace, and the workplace injury and illness log.

Contact OSHA. We can help.

TWO ways to verify poster compliance!

QR CODE Scan with phone camera:

 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.

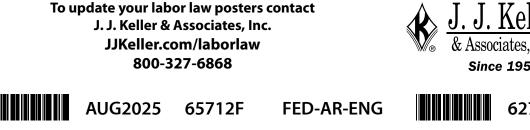
Notify OSHA within 8 hours of a workplace

- 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.





Go to: JJKeller.com/LLPverify **ONLINE** Copyright 2025 J. J. Keller & Associates, Inc. • Neenah, WI • Printed in the USA This poster is in compliance with federal and state posting requirements. Enter this code: 69320-082025 AUG2025 65712F 62754