

COMPLETE LABOR LAW POSTER

EEOC - EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW
PRIVATE EMPLOYERS, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS, EMPLOYMENT AGENCIES AND LABOR ORGANIZATIONS

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment...

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS
Applicants to and employees of companies with a Federal Government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL ORIGIN Executive Order 12958, as amended, prohibits employment 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...

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE
In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in 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 VII of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color, national origin in programs or activities receiving Federal financial assistance...

EEOC-9102 and EEOC-9108 Versions Usable With 11/09 Supplement

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT

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

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

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

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

FMLA - FAMILY AND MEDICAL LEAVE ACT

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

LEAVE ENTITLEMENTS Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;

- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;

- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

EMPLOYER RESPONSIBILITIES Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA.

BENEFITS & PROTECTIONS While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

AN EMPLOYER MAY NOT INTERFERE WITH AN INDIVIDUAL'S FMLA RIGHTS or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:
- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; and

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

PAYDAY NOTICE

Regular Paydays for Employees of (Company Name) Shall be as follows:
- Weekly
- Bi-Weekly
- Monthly
- Other

By: Title:
- More than 8 hours a day.
- More than 48 hours a week.
- More than 600 a.m. nor after 7:00 p.m. except on nights preceding the minimum wages, including overtime wages, to which the employee is entitled.

Children under 14 may not be employed except in the entertainment industry, as newspaper carriers, boys or girls of professional baseball clubs, sports referees, and special provisions for the employment of children in the entertainment industry; otherwise, children who are 14 and 15 years of age may not work:
- More than 10 consecutive hours in any one day; no more than ten 10 hours in a twenty-four hour period.

Children who are 16 years of age may not work:
- More than 8 hours a day.
- More than 48 hours a week.
- 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 employed on nights preceding non-school days in occupations determined by rule of the Arkansas Department of Labor to be sufficient safety for their employment.

16-year old child shall be subject to the provisions of this Act if: (a) any boy or girl is a graduate of any high school, vocational school or technical school; (b) such boy or girl is married or is a parent.

Act 677 of 1987 allows for the employment of children in the entertainment industry provided the child is issued an Entertainment Work permit by the Director of Labor. Child labor violations result in a civil money penalty of not less than \$50.00 and not more than \$1,000.00 for each violation.

IF YOU HAVE QUESTIONS CONCERNING THE ARKANSAS MINIMUM WAGE LAW, TELEPHONE: 682-4505.

WAGE COLLECTION ACT The Wage Collection Act provides assistance to any employee in the collection of wages due him or her for work performed. Work performed shall include all or any work or service performed by any person employed for any period of time where the wages or salary or remunerations for such work or services are to be paid at stated intervals or at the termination of such employment, or for physical work actually performed by an independent contractor, provided that the amount in controversy does not exceed the sum of two thousand dollars (\$2,000.00). Employees who need help in collecting wages due them should contact the Arkansas Labor Department. Telephone 682-4510.

FEDERAL MINIMUM WAGE

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 1/2 times your 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.

ADDITIONAL INFORMATION - Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. - Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

UNEMPLOYMENT COMPENSATION Department of WORKFORCE SERVICES

NOTICE TO EMPLOYEES: HOW TO CLAIM UNEMPLOYMENT INSURANCE

Employees of are covered by the Department of Workforce Services Law.

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

As a covered employee, your employer has contributed to or will reimburse the Arkansas Unemployment Trust Fund from which you will receive your benefits. NO DEDUCTIONS CAN BE MADE FROM YOUR WAGES FOR THIS PURPOSE.

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 Department of Workforce Services Office nearest you. We will try to help locate work for you both before benefit payments start and while they are being paid.

B. 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 promptly by reporting the facts (dates, wages, employer) to your Local Office. Do not delay doing this.

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, Batesville, Baytowne, Camden, Conway, El Dorado, Fayetteville, Forrest City, Harrison, Helena, Hope, Hot Springs, Jacksonville, Jonesboro, Little Rock Midtown, Magnolia, Malvern, Mena, Monticello, Mountain Home, Newport, Paragould, Pine Bluff, Rogers, Russellville, Searcy, Texarkana, Walnut Ridge, West Memphis

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 prosecution.

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

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

YOUR RIGHTS UNDER USERRA

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:
- you ensure that your employer receives advance written or verbal notice of your service;
- you have five years or less of cumulative service in the uniformed service 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.

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

HEALTH INSURANCE PROTECTION - 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 dependents for up to 24 months while in the military.

- 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 reemployed, generally without any waiting periods or exclusions (i.e., pre-existing condition exclusions) except for service-connected illnesses or injuries.

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

ENFORCEMENT - For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its web site at: http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at: http://www.dol.gov/vets/usaerrad.htm.

Publication Date-October 2008
Employer Support Of The Guard And Reserve 1-800-336-4590

U.S. Department of Justice, Office of Special Counsel, U.S. Department of Labor, ESRG

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed form W-4 with your employer did you...
- Married or divorced?
- Gain or lose a dependent?
- Change your name?
- Were there major changes to...
- Your nonwage income (interest, dividends, capital gains, etc.)?
- Your family wage income (you or your spouse started or ended a job)?
- Your itemized deductions?
- Your tax credits?

IF YOU CAN ANSWER "YES"...
To any of these questions or you owed extra tax when you filed your last return, you may need to file a new form W-4.

See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 915, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS web site.

Employer: Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.

Department of the Treasury Internal Revenue Service www.irs.gov
Publication 213 (Rev. 8-2009) Cat. No. 11047P

PUBLIC EMPLOYEES' RIGHT TO KNOW

ARKANSAS DEPARTMENT OF LABOR - NOTICE TO EMPLOYER AND EMPLOYEE - ACT 556 OF 1991 ENTITLED THE PUBLIC EMPLOYEES' CHEMICAL RIGHT TO KNOW ACT

PURPOSE The purpose of this law is to provide public employees access to training and information concerning hazardous chemicals in order to enable them to exercise their right to safety and health and to protect their health, safety and welfare.

PUBLIC EMPLOYEES' DUTIES Public employees are responsible for the following as set out by the law:
1. Post adequate notice to inform employees of their rights.
2. Ensure proper chemical labeling:
a. Existing labels on containers of hazardous chemicals are not to be removed.
b. If a chemical is transferred to another container, it must also be labeled with the name and appropriate warnings, as provided in this law.
c. A public employer is not required to label chemicals that have been transferred to a portable container by an employee when that employee is going to use immediately used chemical.

3. Maintain and make material safety data sheets available.
a. Chemical manufacturers and distributors must provide public employers with the appropriate MSDSs within the prescribed times.
b. Public employers must maintain current copies of each MSDS and have them available to employees and their designated representatives upon request within the prescribed time.

4. Information and training programs must be developed by January 15, 1992, and initial information and training must be provided prior to July 15, 1992. Employees must keep a record of the dates of training sessions given to their employees.
e. The Director of Labor's rules and regulations concerning refresher training and training exemptions must be followed.

5. Provide employees with information and training:
a. The Director of Labor is responsible for maintaining a general information and training assistance program to aid public employers.
b. Additional training must be provided when a new hazard is introduced, when new information is received, or before new employees are assigned to a job.

6. Information and training programs must meet the requirements specified in the law and in the regulations of the Director of Labor.
d. Information and training programs must be developed by January 15, 1992, and initial information and training must be provided prior to July 15, 1992. Employees must keep a record of the dates of training sessions given to their employees.

8. The Director of Labor's rules and regulations concerning refresher training and training exemptions must be followed.

CAUSE OF ACTION - ATTORNEY FEES Any citizen denied their rights under this law may commence civil action in circuit court and the court shall hear the petition within seven days.

PLAINTIFFS FEES AND COURT COSTS will be assessed to the defendant and attorney fees as set out by the law.

NO EFFECT ON OTHER LEGAL DUTIES The provision of information to a public employee does not affect the liability of the employer with regard to the health and safety of the employee, or the employer's responsibility to prevent the occurrence of occupational disease.

THE PROVISION OF INFORMATION TO an employee also does not affect any other duty or responsibility of a chemical manufacturer or distributor to warn users of a hazardous chemical.

ARKANSAS DEPARTMENT OF LABOR 10421 WEST MARKHAM LITTLE ROCK, ARKANSAS 72205 PH. (501) 682-4500

EMPLOYERS ARE REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE. ACI-6936

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

Job Safety and Health IT'S THE LAW!

All workers have the right to:
- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

Employers must:
- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- 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.
- Provide required training to all workers in a language and vocabulary they can understand.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

This poster is available free from OSHA.

Contact OSHA. We can help.

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

Arkadelphia, Batesville, Baytowne, Camden, Conway, El Dorado, Fayetteville, Forrest City, Harrison, Helena, Hope, Hot Springs, Jacksonville, Jonesboro, Little Rock Midtown, Magnolia, Malvern, Mena, Monticello, Mountain Home, Newport, Paragould, Pine Bluff, Rogers, Russellville, Searcy, Texarkana, Walnut Ridge, West Memphis

Arkansas Workers' Compensation Commission 324 Spring Street, Little Rock, AR 72201
Main Office: 501-682-4500 Fax: 501-682-4511
Little Rock Office: 1-800-622-4472 / 501-682-3930
Springdale Office: 1-800-852-5376 / 479-751-2790

Form AR-7, Ark. Code Ann. § 11-9-403, 407, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.