

WORKPLACE VIOLENCE PREVENTION



ZERO-TOLERANCE WORKPLACE

WE ARE COMMITTED TO PREVENTING WORKPLACE VIOLENCE and complying with Alabama's "Guns in the Parking Lot" Alabama Act 2013-283

5 WAYS TO PROTECT YOURSELF

1. Access your work environment
2. Report threats or acts of violence to management
3. Learn how to react to threats or acts of violence
4. Treat all co-workers with respect and dignity
5. Follow employer's WORKPLACE VIOLENCE PREVENTION POLICY

RECOGNIZE THE WARNING SIGNS

Workplace violence has many common warning signs:

- Quick to anger or demonstrates an uncontrollable temper
- Prone to arguing, intimidating behavior or carries a grudge
- Intolerant of criticism and suspicious of co-workers
- Delusions, strong unshakeable beliefs about others in the workplace
- Isolated, little involvement with co-workers
- Repeated or history of making threats
- Fascination with weapons, violence and related literature
- Recent and acute personal, financial, legal or relationship problems
- Known history of psychological problems.

EMPLOYER WORKPLACE VIOLENCE PREVENTION POLICY

This employer has adopted a ZERO-tolerance for workplace violence. Any employee who engages in workplace violence is subject to discipline up to and including immediate termination.

WHAT ABOUT FIREARMS IN THE EMPLOYER PARKING LOT?

Except in strict accordance with Alabama Law, employees are prohibited from possession of firearms or weapons of any description on the premises of the employer or while such employees are performing work for the employer.

See Alabama Act 2013-283 and employer policy

DO KNOW YOUR VIOLENCE RESPONSE PROCEDURES

IF Threatened with Violence:

- DO stay calm
- DO learn how to recognize, avoid, or safely diffuse potentially violent situations
- DO alert your supervisor to concerns you have about safety or security
- DO report to management violent incidents in writing
- DO act like you care about what the person says and don't interrupt
- DO be courteous and patient
- DO use calm body language
- DON'T make sudden movements
- DON'T make threats or touch the person
- DO establish a contact with local law enforcement
- DO use an Employee Assistance Program
- DO request that aggressive employee complete anger management counseling

IF Attacked:

- DO call 911
- Do yell as loud as you can or anything to draw attention to yourself
- DO fall to the ground if being pulled
- DO blow a whistle, horn or sound a security alarm
- DO run away, if you can
- DON'T get in a vehicle with attacker

WEBINAR TRAINING LINKS:

www.AlabamaAtWork.com



ALABAMA CHILD LABOR LAWS

Each employer shall obtain and display the proper Child Labor Certificate(s) for each location where minors under the age of 18 are employed. To apply for a certificate(s) go to www.labor.alabama.gov

Persons under 14 years of age SHALL NOT BE EMPLOYED

	Minors Age 14/15	Minors Age 16/17/18
Employment Certificate (Renewed Annually)	Class I Certificate To employ minors age 14/15	Class II Certificate To employ minors age 16/17
Work Time Restrictions (Minors Under age 19)	During the Months when Public Schools are in Session No more than 3 hours on any school day No more than 8 hours on a non-school day No more than 6 days per week No more than 18 hours per week Not before 7am or after 7pm on Any Day of the Week Not during school hours (8am-3pm) During Months when Public Schools are NOT in Session No more than 8 hours per day No more than 6 days per week No more than 40 hours per week Not before 7am or after 9pm each day	During the Months when Public Schools are in Session Minors 16-17-18 years old who are enrolled in public or private school, may NOT work after 10pm or before 5am on a night preceding a school day. During Months when Public Schools are NOT in Session Minors 16 and older do not have an hour restriction during this time.
Breaks	A documented 30 minute break is required for any 14 or 15 year old who is employed for more than 5 hours continuously.	No breaks are required for employees 16 and older.
Occupations	See AL §25-8-33 to 35 for a detailed list of prohibited occupations	See AL §25-8-43 for a detailed list of prohibited occupations.
Record Keeping	Each employer must keep on premises an Employee Information Form (available at www.labor.alabama.gov), Proof of Age , and Time Records showing the number of hours worked each day, starting and ending times, and break times for each employee 18 years of age and younger.	
*Children of parents who own their own business are NOT exempt from Alabama Child Labor Law		

Alcoholic Beverages

Employees must be:

21 to serve alcoholic beverages for consumption on premises (18 if licensee is RVP certified).

16 and older may be employed in such establishments as busboys, janitors, dishwashers, cooks, hostesses, or seaters.

14 and 15 year old minors SHALL NOT work in any establishment that serves alcohol for consumption on premises.

(Note: Members of the immediate family of the owner or operator who are 14 or 15 years of age may be employed in such establishments provided they do not serve, sell, dispense, or handle alcohol.)

Inspections by the Department of Labor

The Department of Labor has the right to enter, without warrant or notice, any business establishment for the purpose of routine inspections. These visits shall be conducted as frequently as needed to ensure that minors are employed in compliance with this act. The department shall enforce this act and may administer fines and/or prosecution for any violation of this act.

This notice is to be posted in a conspicuous place. This notice is for reference only. For full text, consult §25-8-32 to 63. Any difference in state or federal law regarding child labor, the law providing the most protection to the minor takes precedence.

FOR MORE INFORMATION CONTACT:

The Alabama Department of Labor Child

Labor Enforcement

649 Monroe Street

Montgomery, AL 36131

(334)956-7390 www.labor.alabama.gov

child.labor@labor.alabama.gov

Published 2022



Alabama

Leyes Laborales de Menores

Cada patrón debiera de obtener y mostrar su certificado de labor de menores apropiado para cada local donde menores de 18 años de edad esten trabajando. Para aplicar para un certificado visite la pagina de internet www.labor.alabama.gov

Menores de 14 años de edad NO DEBERAN TRABAJAR

	Menores de 14/15	Menores de 16/17/18
Certificado de Labor (Renovado Anualmente)	Certificado Clase I Empleo a menores de 14/15 años de edad	Certificado Clase II Empleo a menores de 16/17 años de edad
Restricciones de Horas (menores de 19 años)	Durante los meses que la Escuela publica esta en Año Escolar No mas de 3 horas en un día escolar No mas de 8 horas en un día no-escolar No mas de 6 días por semana No mas de 18 horas por semana No antes de las 7am o despues de las 7pm en CUALQUIER DIA DE LA SEMANA No durante horas escolares (8am-3pm) Durante meses que la Escuela publica NO esta en Año Escolar No mas de 8 horas por día No mas de 6 días por semana No mas de 40 horas por semana No antes de 7am o despues de 9pm	Durante los meses que la Escuela Publica esta en Año Escolar Menores de 16-17-18 años de edad que estan inscritos en escuela publica o privada, no deben trabajar despues de las 5pm o antes de las 5am en la noche antes de un día escolar. Durante meses que la Escuela Publica NO esta en Año Escolar Menores de 16 años de edad y mayores no tienen horario restrictivo
Descanso	Un descanso documentando de 30 minutos es requerido en cualquier menor de 14 o 15 años que trabaja mas de 5 horas seguidas	Descansos no son requeridos para trabajadores de 16 años de edad y mayor.
Ocupaciones	Lea AL 25-8-33 a 35 para una lista detallada de ocupaciones prohibidas	Lea AL 25-8-43 para una lista detallada de ocupaciones prohibidas
Cuidado de Registros	Cada pátron debiera de tener en su negocio la FORMA DE INFORMACION PARA EL TRABAJADOR (EMPLOYEE INFORMATION FORM, en inglés) disponible en la pagina www.labor.alabama.gov , PRUEBA DE EDAD, y REGISTROS DE TIEMPO con el numero de horas trabajadas cada día, hora de comienso y termino, tiempo de descansos de cada empleado menor de 18 años	
Hijos(a) de padres duenos de la compania no son exentos de las leyes laborales a menores		

Bebidas Alcoholicas

Empleados deben de tener:

21 años para servir bebidas alcoholicas en el establecimiento (18 años si el autorizado tiene certificacion de RVP)

16 años y mayor pueden trabajar en estos establecimientos como ayundante de camarero, conserje, lava platos, cosineros, anfrition(a)

Menores de 14 y 15 años de edad NO DEBEN trabajar en un establecimiento donde se sirve alcohol para su consumo. (Nota: Miembros de familia del dueño o operador que tiene 14 o 15 anos de edad pueden trabajar en estos establecimientos a condicion de que no sirvan, vendan, ofrescan, o manejen el alcohol.

Inspecciones por el Departamento de Labor

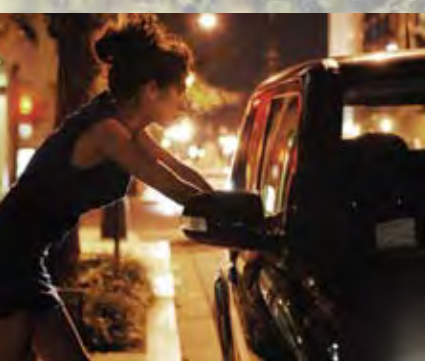
El Departamento de labor tiene el derecho de entrar sin orden judicial o previo aviso a cualquier negocio o establecimiento con en proposito de inspeccionar rutinariamente. Estas visitas se deberan conducir lo mas frecuente que sea necesario para asegurarse que menores de edad esten empleados en cumplimiento con la ley. El Departamento debiera hacer cumplir la ley y podra dar multas y acusar por cualquier violacion de esta ley.

Este cartel se debiera poner en un lugar visible. Este aviso es solo una referencia. Para la ley completa consulte 25-8-32 a 63. Cualquier diferencia en la ley estatal y federal en relacion a labor de menores, la ley que de mas proteccion al menor se le dara preferencia.

PARA MAS INFORMACION CONTACTE:

The Alabama Department of Labor
Child Labor Enforcement
649 Monroe Street
Montgomery, AL 36131
(334)956-7390 www.labor.alabama.gov
child.labor@labor.alabama.gov

Published 2022



Human trafficking is modern-day slavery,
and it's happening right here in the United States.

National Human Trafficking Resource Center (NHTRC)

1-888-3737-888

email: NHTRC@PolarisProject.org

TOLL-FREE | 24 Hours/day, 7 Days/week

Confidential | Interpreters available

WHO ARE THE VICTIMS?

Victims are forced to provide labor or commercial sex, and can be:

- U.S. citizens or foreign nationals
- Men, women, or children

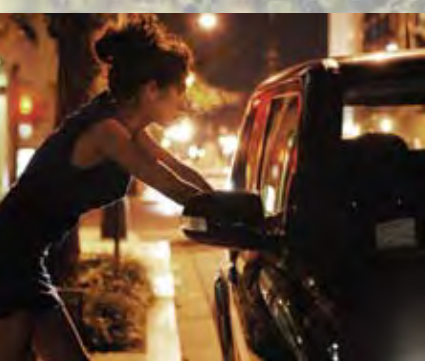
WHERE DOES HUMAN TRAFFICKING HAPPEN?

Human trafficking can happen in many situations, including in:

- Commercial sex industry (street prostitution, strip clubs, massage parlors, escort services, brothels, internet)
- Factories (industrial, garment, meat-packing)
- Farms, landscaping, or construction
- Peddling rings, begging rings, or magazine crews
- Private homes (housekeepers, nannies, or servile marriages)
- Restaurants, bars, and other service industries (nail or hair salons)

Call to report a potential case, get information or resources,
request training or technical assistance, or receive referrals.

FOR MORE INFORMATION: www.TraffickingResourceCenter.org



**La trata de personas es la esclavitud moderna,
y está sucediendo aquí en los Estados Unidos.**

Centro Nacional de Recursos Para la Trata de Personas

National Human Trafficking Resource Center

1-888-3737-888

email: NHTRC@PolarisProject.org

Número gratuito | 24 Horas al día, 7 Días a la semana

Información confidencial | Disponibilidad de intérpretes

¿QUIÉNES SON LAS VÍCTIMAS?

Las víctimas son forzadas a trabajar o prostituírse, y estas pueden ser:

- Ciudadanos estadounidenses u extranjeros
- Hombres, mujeres, o niños

¿DÓNDE ENCONTRAMOS LA TRATA DE PERSONAS?

La trata de personas puede ocurrir en distintos ámbitos como:

- La industria del sexo (prostitución callejera, locales de *striptease*, salones de masaje, servicios de acompañamiento, burdeles, internet)
- Fábricas (sector industrial, textil, envasado de carne)
- Agricultura, jardinería, construcción
- Venta ambulante, mendicidad, grupos de venta de revistas
- Domicilios privados (limpieza del hogar, cuidado de niños, matrimonio servil)
- Restaurantes, bares, y otros ámbitos del sector servicios (peluquerías o salones de belleza)

**Llame para denunciar un posible caso, informarse, solicitar información
u asistencia técnica, o para que le remitamos a otras organizaciones.**

PARA MÁS INFORMACIÓN: www.TraffickingResourceCenter.org



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. 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 services while with that particular employer;
- ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service;

then an employer may not deny you any of the following because of this status:

- ☆ initial employment;
- ☆ reemployment;
- ☆ retention in employment;
- ☆ promotion; or
- ☆ any benefit of employment.

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 connection.

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 (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

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 USERRA, contact VETS at **1-866-4-USA-DOL** or visit its **website at <http://www.dol.gov/vets>**. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.htm>.
- ☆ 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, depending on the employer, for representation.
- ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. This notice was prepared by VETS, and may be viewed on the internet at this address: <http://www.dol.gov/vets/programs/userra/poster.pdf>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying this notice where they customarily place notices for employees.



**U.S. Department of Labor
1-866-487-2365**



1-800-336-4590

Publication Date—February 2005

Effective July 2020, all Alabama employers are required to provide notification of the availability of Unemployment Compensation (UC) to employees individually at the time of separation. Specifically, you must provide notice of the potential availability of unemployment benefits individually to each employee who separates from your employment, for any reason. Pursuant to U.S. DOL UIPL 13-20, Change 1, employers may provide this notice in the form of a letter, email, text message, or flyer given or sent to each individual undergoing separation.

A sample notice that ADOL provided to employers when the requirement first became effective is included in this handbook. Employers are not required to use this exact notice, but it does contain all essential required elements. For more information about the requirement, please see administrative rule 480-4-2-.19 at <http://www.alabamaadministrativecode.state.al.us/docs/lab/480-4-2.pdf>.

Providing this information to separating employees does not in any way guarantee the receipt of Unemployment Benefits but satisfies the employers' obligation to provide notice of the potential availability of those benefits.

Notice of Availability of Unemployment Compensation

Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the requirements of state UI eligibility laws. You may file a UI claim in the first week that employment stops or work hours are reduced.

For general information about filing a claim, call 800-361-4524 or visit www.labor.alabama.gov.

You will need to provide the Alabama Department of Labor with the following information in order for the state to process your claim:

1. Your full legal name;
2. Your Social Security Number;
3. Your authorization to work (if you are not a US Citizen or resident).

You should also have the following information available when you file your claim:

1. A list of names, complete addresses, telephone numbers, and the beginning and end dates of employment for your last 2 employers;
2. Information and related documents for any federal civilian employment, military service, or work performed in another state in the past 18 months;
3. Your bank routing number and checking or savings account number, if you choose to have your unemployment payment deposited directly into your bank account.

To file a UI claim by phone, dial 866-2-FILE-UC (866-234-5382).

If you do not have access to a telephone, you may use a designated telephone at a local Alabama Career Center.

You will be asked a series of questions that will require you to answer by pressing numbers on your telephone keypad. You may then be transferred to a claims specialist and/or given additional information to complete your claim.

To file a UI claim online, visit www.labor.alabama.gov.

Click on "Unemployment," then "File Claim," then "Establish a New or Reopen a UC Claim" and follow the prompts.

If you have questions about the status of your UI claim, you can call the Alabama Department of Labor Call Center Inquiry Line at 800-361-4524.



U.S. Department of Labor



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 a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.





Departamento de Trabajo
de los EE. UU.



Seguridad y Salud en el Trabajo

¡ES LA LEY!

Todos los trabajadores tienen el derecho a:

- Un lugar de trabajo seguro.
- Decir algo a su empleador o la OSHA sobre preocupaciones de seguridad o salud, o reportar una lesión o enfermedad en el trabajo, sin sufrir represalias.
- Recibir información y entrenamiento sobre los peligros del trabajo, incluyendo sustancias tóxicas en su sitio de trabajo.
- Pedir una inspección confidencial de OSHA de su lugar de trabajo si usted cree que hay condiciones inseguras o insalubres. Usted tiene el derecho a que un representante se comuniquen con OSHA en su nombre.
- Participar (o su representante puede participar) en la inspección de OSHA y hablar en privado con el inspector.
- Presentar una queja con la OSHA dentro de 30 días (por teléfono, por internet, o por correo) si usted ha sufrido represalias por ejercer sus derechos.
- Ver cualquieras citaciones de la OSHA emitidas a su empleador.
- Pedir copias de sus registros médicos, pruebas que miden los peligros en el trabajo, y registros de lesiones y enfermedades relacionadas con el trabajo.

Este cartel está disponible de la OSHA para gratis.

Llame OSHA. Podemos ayudar.

Los empleadores deben:

- Proveer a los trabajadores un lugar de trabajo libre de peligros reconocidos. Es ilegal discriminar contra un empleado quien ha ejercido sus derechos bajo la ley, incluyendo hablando sobre preocupaciones de seguridad o salud a usted o con la OSHA, o por reportar una lesión o enfermedad relacionada con el trabajo.
- Cumplir con todas las normas aplicables de la OSHA.
- Notificar a la OSHA dentro de 8 horas de una fatalidad laboral o dentro de 24 horas de cualquier hospitalización, amputación, o pérdida de ojo relacionado con el trabajo.
- Proporcionar el entrenamiento requerido a todos los trabajadores en un idioma y vocabulario que pueden entender.
- Mostrar claramente este cartel en el lugar de trabajo.
- Mostrar las citaciones de la OSHA acerca del lugar de la violación alegada.

Servicios de consulta en el lugar de trabajo están disponibles para empleadores de tamaño pequeño y mediano sin citación o multa, a través de los programas de consulta apoyados por la OSHA en cada estado.



EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT

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

PROHIBITIONS	Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.
EXEMPTIONS	Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (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 employer. The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.
EXAMINEE RIGHTS	Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.
ENFORCEMENT	The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. 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.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd



UNEMPLOYMENT COMPENSATION FRAUD IS A CRIME

Some examples of fraud include:

- Making false statements to obtain unemployment compensation
- Attempting to draw benefits while working
- Continuing to file a claim after returning to work
- Being paid "under the table" while collecting unemployment compensation
- Not being truthful when filing your initial or weekly claims

FRAUD IS



STEALING!

FRAUD PENALTIES ARE SEVERE

- Up to a Class B Felony
- Fines of up to \$500 *AND* up to 12 months in jail for each fraudulent week claimed
- Mandatory ineligibility for up to a two year period



YOUR JOB INSURANCE



Workers in this establishment are covered by the Alabama Unemployment Compensation Law.

YOU MAY BE ENTITLED TO BENEFITS IF:

- (1) You become totally or partially unemployed under conditions defined by law and you are otherwise eligible and qualified for benefits and
- (2) you are separated from your job through no fault of your own.

However, if you voluntarily leave your employment without good cause connected with your work or if you are discharged for "cause", your benefits may be postponed and reduced or entirely denied.

IMPORTANT: Be sure that your employer is using your correct social security number; if not, your claim may be delayed.

When you become unemployed:

- To file your unemployment claim, call toll free 1-866-234-5382 or file by internet at www.labor.alabama.gov.
- To obtain general information concerning your rights to benefits for either total or partial unemployment, call toll free 1-800-361-4524 or write to the Alabama Department of Labor, 649 Monroe Street Montgomery, Alabama 36131, or log on to our website at www.labor.alabama.gov.



**ALABAMA DEPARTMENT OF
LABOR**





Temporarily Laid Off?

If you are working and earning less than your usual weekly gross earnings for full-time employment, you may ask your employer to file a claim for partial benefits. Under current administrative rules, employers are allowed to file partial claims up to three consecutive weeks.

YOUR EMPLOYER HAS ELECTED TO FILE PARTIAL CLAIMS BY COMPUTER FOR YOUR CONVENIENCE

Use of this computerized partial claim system helps the Department of Labor speed up the payment process for filing an unemployment compensation claim.

To prevent delays please notify your employer of the following:

- name change
- address change
- gross earnings from another employer

Employers filing automated partial claims are not required to submit a claim on individuals' whose earnings for a given week are equal to or exceed \$275, which is currently the maximum weekly benefit amount in Alabama.



Department of Labor
649 Monroe Street
Montgomery, Alabama 36130

EMPLOYERS: Please post in a conspicuous place.
Extra copies are available upon request.



STATE OF ALABAMA WORKERS' COMPENSATION INFORMATION



If you are injured on the job, or contract an occupational disease, notify your employer immediately.

Your employer will advise you of the physician to see for authorized medical treatment.

WORKERS' COMP INSURANCE
CARRIER _____

TELEPHONE NUMBER _____

**ASSISTANCE IS AVAILABLE UNDER THE ALABAMA WORKERS'
COMPENSATION LAW INCLUDING MEDIATION SERVICE.**

FOR INFORMATION CALL:

1-800-528-5166

Department of Labor

Workers' Compensation Division

649 Monroe Street

Montgomery, AL 36131

**CODE OF ALABAMA, 1975, § 25-5-290(d), REQUIRES THAT THIS NOTICE
BE POSTED**

IN ONE OR MORE CONSPICUOUS PLACES IN YOUR BUSINESS.

Estado de Alabama

Información de Compensación de Trabajadores

Si se lesiona en el trabajo, o tiene una enfermedad ocupacional, notifique a su empleador inmediatamente.

If you are injured on the job, or contract an occupational disease, notify your employer immediately.



Su empleador le aconsejará a que médico tiene que consultar para tratamiento médico autorizado.

Your employer will advise you of the physician to see for authorized medical treatment.

Portador de Seguro de Compensación al Trabajador: _____

Workers' Compensation Insurance Carrier

Número de Teléfono: _____

Telephone number

La asistencia está disponible bajo la Ley de Compensación de Trabajadores de Alabama, incluyendo el servicio de mediación.

Assistance is available under the Alabama Workers' Compensation Law including mediation service.

Para más información llame al:

For information call:

1-800-528-5166

**Alabama Department of Labor
Workers' Compensation Division
649 Monroe Street
Montgomery, AL 36131**

Código de Alabama, 1975, 25-5-290(d), requiere que este aviso se publique en uno o más lugares visibles en su negocio.

Code of Alabama, 1975, 25-5-290(d), requires that this notice be posted in one or more conspicuous places in your business.