



ALASKA & FEDERAL LABOR LAW POSTER



EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

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 and temporary employees
• Job applicants
• Union members and applicants for membership in a union

What Organizations are Covered?
• Most private employers
• State and local governments (as employers)
• Educational institutions (as employers)
• Unions
• Staffing agencies

What Types of Employment Discrimination are Illegal?
Under the EEOC's laws, an employer may not discriminate against you, regardless of the basis of your immigration status, on the basis of:
• Race
• 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 (including accommodation or pregnancy accommodation)
What Employment Practices can be Challenged as Discriminatory?
All aspects of employment, including:
• Discharge, firing, or lay-off
• Harassment (including unwelcome verbal or physical conduct)
• Hiring or promotion
• Assignment
• Pay (unequal wages or compensation)
• Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice
• Benefits
• Job training
• Classification
• Referral
• Obtaining or disclosing genetic information of employees
• Requesting or disclosing medical information of employees
• Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding

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:
Submit an inquiry through the EEOC's public portal: <https://publicportal.eeoc.gov/portal/Login.aspx>
Call 1-800-669-4000 (toll free) 1-800-669-4000 (TTY) 1-844-234-5122 (ASL video phone)
Visit an EEOC field office (information at www.eeoc.gov/field-office)
E-Mail 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 or activities receiving Federal financial assistance to receive 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 following bases:
• Race, Color, National Origin, 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.
Age, Ancestry, or 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.
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 any action that is based on the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

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. 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 agency providing such assistance.
(Revised 6/27/2023)

ALASKA MINIMUM WAGE

SUMMARY OF ALASKA WAGE AND HOUR ACT
Effective January 1, 2025, the Alaska minimum wage shall be \$11.91 per hour.

Alaska minimum wage and overtime requirements do not apply to any individual employed as follows:

- In agriculture, stock raising, or other farming operations
- In the taking of aquatic life, or the hand picking of shrimp;
- In domestic service (including babysitting) in or about a private home;
- By U.S. State or local governments (i.e., political subdivisions);
- In any service of a religious, charitable, cemetery, educational or other nonprofit organization which are related only to the organization's nonprofit activities;
- In a bona fide executive, professional or administrative capacity as defined in regulations of the Commissioner of Labor and Workforce Development in the FLSA; or in certain computer occupations, or as an outside salesman, or as any salesman working on a straight commission basis;
- Youth under age 18 employed part-time for not more than 30 hours in any one week.

Overtime Hours
The standard workweek shall not exceed 40 hours per week or eight hours per day. Should an employer find it necessary to employ an employee in excess of these standards, overtime hours shall be compensated at the rate of one and one-half times the regular rate of pay.

Compensation at the overtime rate is not required in the following cases:

- By an employer who employs three or fewer people in the regular course of business;
- An individual employed in handling, packing, storing, pasteurizing, drying, canning, or preparing in their raw or natural state agricultural or horticultural commodities for market, or in making cheese, butter or other dairy products;
- Agricultural employees;
- An employee employed as a seaman;
- An employee engaged in fishing or trawling, trawling, surveying, bucking or felling timber, preparing or transporting logs or other forestry products for the mill, processing plant, railroad or other transportation terminal if the total hours worked in such operations do not exceed 12;
- An individual employed as an outside buyer of poultry, eggs, cream or milk in their raw or natural state;
- Hospital employees whose duties include the provision of medical services; or an employee under a flexible work hour plan which is included as part of a collective bargaining agreement;
- An employee under a voluntary flexible work plan if the employee and employer have signed a written agreement which has been approved by the Department of Labor; Overtime rates shall be paid for work over 40 hours a week and over the hours specified on the flexible work hour plan not included in a collective bargaining agreement;
- A community health aide employed by a local or regional health organization as those terms are defined in AS 18.26.100;
- Work performed by certain flat-rate mechanics primarily engaged in servicing automobiles, light trucks, and motor homes, subject to certain and specific provisions (see AS 18.23.060(c)(17)).

NOTE: This is not a complete list of exemptions to minimum wage and overtime provisions. Refer to AS 23.10.055 and AS 23.10.060. The above text is intended for informational purposes only and is not to be construed as having the effect of law.
Inquiries should be made to: Wage and Hour Administration, Alaska Department of Labor and Workforce Development, 1251 Muldoon Road, Suite 113, Anchorage, AK 99504 Phone: (907) 269-4909 Email: statewide.wagehour@alaska.gov

Recordkeeping
An employer shall keep for a period of at least three years all payroll information and records for each employee at the place of employment.

Post in a Prominent Place

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 screenings or during the course of employment.
PROHIBITIONS Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.
EXEMPTIONS Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armed car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not

preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

EXAMINEE RIGHTS Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.
ENFORCEMENT The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.
THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE THEY EMPLOY AND JOB APPLICANTS CAN READILY SEE IT.

SEXUAL HARASSMENT
Under The Alaska Human Rights Law and (AS 18.80.220)
Title VII of the Federal Civil Rights Act,
SEXUAL HARASSMENT IS ILLEGAL.

If you have experienced:
• Unwelcome Sexual Advances;
• Request for Sexual Favors;
• Sexual comments or conduct that interferes with your work or creates a hostile work environment; or
• Your employer has made decisions about your job based on whether you accepted or rejected sexual advances, comments, or conduct,
You may be the victim of sexual harassment.
If you believe you may have been sexually harassed, contact the Alaska Human Rights Commission. Statutes of limitation apply.
Retaliation for Complaining About Sexual Harassment is UNLAWFUL.
It is illegal for your employer to fire you or to take other actions against you because you report or oppose sexual harassment.

Alaska State Commission for Human Rights
1901 Bragaw St, Suite 300, Anchorage, AK 99508
Toll Free: 800-478-4692
In Anchorage: 274-4692
<https://humanrights.alaska.gov/>

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 1 workweek.
CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.
TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit on tips paid to 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 their 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 doubled 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 employees 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.

UNEMPLOYMENT INSURANCE

NOTICE TO EMPLOYEES

As an employee of this company, you are covered by Unemployment Insurance (UI). The UI program is administered by the Division of Employment and Training Services of the Alaska Department of Labor and Workforce Development.
The purpose of UI is to provide partial replacement of wages between jobs. If a business has to reduce wages or hours, or temporarily lay off workers, UI gives workers financial security and temporary buying power so they can remain in the community. This, in turn, helps employers keep their trained work force. UI payments protect the economy in Alaska's communities until unemployed workers are reemployed. UI helps to reduce the family and community problems caused by layoffs or a lack of jobs.
You and your employer both pay your UI premiums (taxes). You pay about 27 percent and your employer pays 73 percent. Generally speaking, if you receive one week of UI benefits, you receive as much or more than you paid into the program for the year. Your employer may withhold from your earnings the employee portion of the UI tax. Wages in excess of the maximum annual taxable wage set for the calendar year are non-taxable. Current and past years' maximum annual taxable wage base and the employee portion of the UI tax rates are qualified on the Employment Security Tax website at: labor.alaska.gov/estax/faq/wi.htm.
As with any insurance, you must meet certain qualifications to be eligible for benefits. You must have earned wages in jobs that are covered by the law, file your claim for UI, and register with work with the Alaska Employment Service or your union. You must also be ready, willing and able to accept suitable work. If you quit or are fired from your last job, or if anything is keeping you from accepting full-time work, you may not immediately be eligible for benefits.
To file a new claim or REOPEN an existing Alaska claim for UI benefits on the Internet, go to labor.alaska.gov and click on "File Unemployment Benefits Online".

To file for UI by telephone and for all other UI assistance, contact your local UI claim center. The phone numbers are listed below. If you do not reside in one of the cities below, use the toll free number.
Anchorage: (907) 269-4700 **Juneau/Anchorage:** (907) 465-5552
Fairbanks: (907) 451-2871 **All other areas in Alaska:** (888) 252-2557
The toll-free telephone number to connect to Alaska Relay is (800) 770-8973 or voice (800) 770-8255.

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

To obtain an Employee Application for Refund, write the Alaska Department of Labor and Workforce Development, P.O. Box 115509, Juneau, AK 99811-5509 or email Tax at: est.tax@alaska.gov or download the form at: labor.alaska.gov/estax/forms/toc_forms.htm.

Alaska's Unemployment Insurance Program is 100 percent funded by U.S. Department of Labor through a grant award totaling \$24.12.665. We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
Alaska employees are required by law to post this notice.
Form 07-1012 (Rev. 11/24)

CHILD LABOR LAWS

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

ALASKA YOUTH UNDER THE AGE OF 14 MAY WORK ONLY IN THE FOLLOWING OCCUPATIONS:
1. Newspaper sales and delivery.
2. Baby-sitting, handiwork and domestic employment in or about private homes.
3. The entertainment industry, with an approved work permit from the Alaska Wage & Hour Administration.
14 & 15 YEAR OLDS:
WHEN SCHOOL IS IN SESSION. Hours will be limited to a total of nine hours of school attendance plus employment in any one day; work will be performed only between the hours of 5 a.m. and 9 p.m. and total hours worked will be limited to 23 in any week.
DURING SCHOOL VACATIONS. Work hours will be limited to 40 hours per week between the hours of 5 a.m. and 9 p.m.

MINORS 17 AND UNDER CANNOT BE EMPLOYED IN:
1. Occupations in manufacturing, mining or processing, including workrooms or places where goods are manufactured, mined or otherwise processed.
2. Occupations of power-driven machinery or power-driven power tools.
3. Occupations involving exposure to radioactive substances and to ionizing radiation.
4. Operation of elevators or other power-driven hoisting apparatus.
5. Occupations involving slaughtering, meat packing, processing or rendering.
6. Occupations involved in the operation and cleaning of power-driven bakery machines.
7. Occupations involved in the manufacture of brick, tile and kindred products.
8. Occupations involved in the operation and cleaning of circular saws, band saws, and guillotine shears.
9. Occupations involved in wrecking, demolition and shipwreck operations.
10. Occupations involved in roofing operations.
11. Occupations involved with excavation operations.
12. Electrical work with voltages exceeding 220, or outside erection or repair and meter testing including telegraph and telephone lines.
13. Occupations involving exposure to bloodborne pathogens.
14. Occupations involved in canvassing, peddling, solicitation of door-to-door contributions, or acting as an outside salesman.
BREAKS:
An employee under 18 years of age who is scheduled to work six consecutive hours is entitled to a 30 minute break during the workday.
A youth under 18 who works five consecutive hours is entitled to a 30 minute break before continuing to work.
ALCOHOL:
All minors 16 and under must have a work permit on file with the Department. If the employer has a restaurant designation and is licensed to sell alcohol, then all minors 17 years of age must also have an approved work permit.
TOBACCO & PULL-TABS:
AS 117.6.106 restricts access to areas where tobacco and tobacco products are sold. Minors under 19 may not sell tobacco or tobacco products in the course of their employment. 15 AAC 160.480(b) prohibits the sale of pull-tabs by anyone under the age of 21.
MARIJUANA & CANNABIS INDUSTRY:
AS 17.38.070 restricts the employment of persons under the age of 21 from working in any and all branches of the cannabis/marijuana industry, including but not limited to planting, cultivating, harvesting, processing, packaging, transporting or selling.

FOR FURTHER INFORMATION CONTACT:
ALASKA WAGE & HOUR ADMINISTRATION
1251 Muldoon Road, Suite 113 675 7th Avenue, Station J-1
Anchorage, AK 99504 Fairbanks, AK 99701
(907) 269-4900 (907) 451-2886
1111 W. 8th Street, Suite 302
Juneau, AK 99802-1149
(907) 465-4842

FEDERAL STATUTES ARE IN SOME CASES STRICTER THAN STATE STATUTES FOR FEDERAL INFORMATION, CONTACT THE U.S. DEPARTMENT OF LABOR AT 1-866-487-9243

ADDITIONAL RESTRICTIONS FOR 14 & 15 YEAR OLDS:
1. Occupations in manufacturing, mining or processing, including workrooms or places where goods are manufactured, mined or otherwise processed.
2. Occupations of power-driven machinery or power-driven power tools.
3. Occupations involving exposure to radioactive substances and to ionizing radiation.
4. Operation of elevators or other power-driven hoisting apparatus.
5. Occupations involving slaughtering, meat packing, processing or rendering.
6. Occupations involved in the operation and cleaning of power-driven bakery machines.
7. Occupations involved in the manufacture of brick, tile and kindred products.
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Rev 2/2018

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ALASKA WAGE & HOUR ADMINISTRATION
1251 Muldoon Road, Suite 113 675 7th Avenue, Station J-1
Anchorage, AK 99504 Fairbanks, AK 99701
(907) 269-4900 (907) 451-2886
1111 W. 8th Street, Suite 302
Juneau, AK 99802-1149
(907) 465-4842

ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authoritized individuals. Employees 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: _____

EMERGENCY INFORMATION

DOCTOR
AMBULANCE
HOSPITAL
POLICE
FIRE DEPT.
OTHER

ALL FATALITIES OR INJURIES RESULTING IN HOSPITALIZATION MUST BE REPORTED IMMEDIATELY (WITHIN 8 HOURS) TO THE ALASKA DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT, DIVISION OF LABOR STANDARDS AND SAFETY AT:

1-800-770-4940
OR
TO THE OSHA 24-HOUR HOTLINE AT
1-800-321-6742
(AS 18.60.054)

1111 W. 8th St., Suite 304, P.O. Box 111149, Juneau, AK 99811-1449 Phone: (907) 465-4855
675 Seventh Avenue, Station J1, Fairbanks, AK 99701-4593 Phone: (907) 451-2890
1251 Muldoon Road, Suite 109, Anchorage, AK 99504 Phone: (907) 269-4940
Rev 2/2018

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING
Since you last filed form W-4 with your employer did you...
• Marry or divorce?
• 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 919, 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.

Publication 213 (Rev. 8-2009)
Cat. No. 11047P

WORKERS' COMPENSATION

EMPLOYER'S NOTICE OF INSURANCE
TO THE EMPLOYEES OF THE UNDERSIGNED: Your employer is insured by

Insurer _____ Street and Number _____
City _____ State _____ Zip Code _____
For the period from _____ Through _____
Adjusting Company _____
Street and Number _____ City _____
State _____ Zip Code _____ Telephone _____
This insurance pays benefits for job-connected injuries, illnesses or death as provided by the Alaska Workers' Compensation Act
Employer _____
By _____
Title _____
Witness _____
Witness _____
Immediately (not later than 30 days from injury or death date) give your employer and the Alaska Workers' Compensation Division written notice of a job-related injury, illness, or death. Get the "Report of Occupational Injury or Illness" form from your employer for this purpose. If you have questions about your rights or benefits under the Alaska Workers' Compensation Act, contact the insurer at the above address and the Alaska Workers' Compensation Division at the nearest office listed below:
FAIRBANKS 675 7th Avenue, Station K Fairbanks, AK 99701-4586 (907) 451-2889
JUNEAU PO Box 115512 1111 W 8th St Room 305, Juneau, AK 99811-5512 (907) 451-2889
NOTICE TO EMPLOYER: AS 23.30.060 requires that you post this notice in three conspicuous places on the employer's premises.
Form 07-6120 (Revised 05/2012)

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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 Relief 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, you have applied for membership in the uniformed service or - are obligated to serve in the uniformed service, then an employer may not deny you - initial employment; - reemployment; - retention in employment; - promotion; or - any benefit of employment, because of this status.
In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

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 <https://www.dol.gov/agencies/vets/>. An interactive online USERRA Advisor can be viewed at <https://webapps.dol.gov/laws/vets/usa/>.
• If you file a complaint with VETS and VETS is unable to resolve it, you may request that the 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.
Publication Date - May 2022

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/userraposter>. 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.

FMLA - FAMILY AND MEDICAL LEAVE ACT
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 most employees. Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period.
• The birth, adoption or foster placement of a child with you;
• Your serious mental or physical health condition that makes you unable to work;
• 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 in a military service member.
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 week. Read Fact Sheet #28B(m) for more information.
FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA 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
• 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 any of the following apply:
• 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 5 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.

What does FMLA leave do for me? If you are eligible for FMLA leave, your employer must:
• 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 QR code to learn about our WHD complaint process.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR WH1420 REV 04/23

SAFETY AND HEALTH PROTECTION
ALASKA LAW AS 18.60.010 TO .105 - provides safety and health protection for workers through promotion of safe and healthful working conditions throughout the State. Requirements of the law include the following:

EMPLOYERS: Each employer shall furnish to each of his employees, employment, and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to his employees; and shall comply with occupational safety and health standards issued under the law.
EMPLOYEES: Each employee shall comply with all occupational safety and health standards, rules, regulations

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