

LABOR LAWS

Since 1953

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 11/2 times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR

FED

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 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.

NURSING MOTHERS

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion



AK

OF LABOR

OF AMERICA

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.

from coworkers and the public, which may be used by the

The Department has authority to recover back wages and an

wage, overtime, and other violations. The Department may

be assessed civil money penalties for each willful or repeated

equal amount in liquidated damages in instances of minimum

litigate and/or recommend criminal prosecution. Employers may

employee to express breast milk

ENFORCEMENT

ADDITIONAL INFORMATION

Department of Labor.

1-866-487-9243

TTY: 1-877-889-5627

www.dol.gov/whd

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. 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

EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT

FEDERAL

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

FED

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

FED

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.



EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

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 a 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.

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.

REEMPLOYMENT RIGHTS

FED

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
- 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 vou

- are a past or present member of the are obligated to serve in the uniformed service: uniformed service:
- have applied for membership in the
- uniformed service; or
- then an employer may not deny you:
 - initial employment; promotion; or any benefit of employment reemployment;
 - retention in employment;
- because of this status.

FED

REV. 07/2016

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.

> U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel Employer Support of the Guard and Reserve • 1-800-336-4590

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

ALASKA

HEALTH INSURANCE PROTECTION

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., preexisting 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 https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra.
- 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.

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.

Equal Employment Opportunity is THE LAW

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

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, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

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:

REV. 05/2022

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. 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,

Department of Labor and Workforce Development Summary of Alaska Wage and Hour Act Effective January 1, 2021, the Alaska minimum wage shall be \$10.34 per hour. commodities for market, or in making cheese, butter

WH1088

REV. 07/2016

Alaska Statute 23.10.050 – 23.10.150 establishes minimum wage and overtime pay standards for employment subject to its provisions. These standards are generally applicable to all employees. School bus drivers, however, shall receive at least two times the Alaska minimum wage. Other exceptions to the minimum wage requirement follow. Alaska minimum wage and overtime

WAGE AND HOUR DIVISION

UNITED STATES DEPARTMENT

requirements do not apply to any individual employed as follows:

In agriculture; In the taking of aquatic life; or the hand picking of

or other dairy products; Agricultural employees An employee employed as a seamen; Workers engaged in planting or tending trees, cruising, surveying, bucking or felling timber, preparing or transporting logs or other forestry products to the mill, processing plant, railroad or

other transportation terminal if the total number of employees in such lumber operations does not exceed

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; 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 (Overtime rates must 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

In domestic service (including babysitting) in or about a private home; By U.S., state or local governments (i.e., political

subdivisions) In voluntary service in the nonprofit activities 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 and 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 week

An individual who is employed by a motor vehicle dealer and whose primary duty is to (a) receive, analyze or reference requests for service, repair or analysis of motor vehicles; (b) arrange financing for the sale of motor vehicles and related products and services that are part of the sale; or (c) solicit, sell, lease or exchange motor vehicles

An individual who provides emergency medical services only on a voluntary basis; serves with a full-time fire department only on a voluntary basis; or provides ski patrol services on a voluntary basis; A student participating in a University of Alaska

practicum described under AS 14.40.065; A person licensed under AS 08.54 and who is employed by a registered guide or master guide licensed under AS 08.54 for the first 60 workdays so employed during a calendar year;

An independent taxicab driver who establishes the driving area and hours, who contracts on a flat rate basis for use of the cab, permit or dispatch services, and who is compensated solely by the customers served:

Solely as a watchman or caretaker on a premises out of operation for longer than four months; In delivery of newspapers to the consumer;

In the search for placer or hard rock minerals; An individual engaged in activities for a nonprofit religious, charitable, civic, cemetery, recreational or educational organization where the employer-employee relationship does not, in fact, exist, and where services rendered to the organization under a work activity requirement of AS 47.27 (Alaska

temporary assistance program); By a nonprofit educational or child care facility to serve in place of a parent of children in residence if the employment requires residence at the facility and is compensated on a cash basis exclusive of room and board at an annual rate of not less than \$10,000 for an unmarried person; or \$15,000 for a married couple.

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

regional health organization as those terms are defined in AS 18.28.100

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 23.10.060(d)(17)); An employee of a small mining operation where not more than 12 people are employed, as long as the individual is not employed in excess of 12 hours per day or 56 hours per week during a period of not more than 14 workweeks in the aggregate in any calendar vear during the mining season:

An employee employed in connection with publication of a weekly, semiweekly or daily newspaper with a circulation of less than 1000; Casual employees as defined by regulations of the Commissioner of Labor and Workforce Development; A line haul truck driver for a trip exceeding 100 road miles one way if the driver's pay includes overtime pay for work in excess of 40 hours per week or eight hours

per day, and if the rate of pay is comparable to the minimum wage; Work performed by an employee under a voluntary

written agreement addressing the trading of work shifts among employees, if employed by an air carrier subject to subchapter II of the Railway Labor Act (45 U.S.C.181-188), including employment as a customer service representative, subject to certain provisions (see AS 23.10.060(d)(18));

Work performed by a flight crew member employed by an air carrier subject to 45 U.S.C. 181-188 (subchapter II of the Railway Labor Act);

A switchboard operator employed in a public telephone exchange that has fewer than 750 stations; An employee in otherwise exempted employment or a proprietor in a retail or service establishment engaged in handling telegraphic, telephone or radio messages under an agency or contract arrangement with a telegraph or communications company where the telegraph message or communications revenue of

the agency does not exceed \$500/month. **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

Recordkeeping

place of employment.

Post in a Prominent Place

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

BENEFITS & PROTECTIONS

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

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

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
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REOUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

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. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

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.



Unwelcome Sexual Advances;

Requests for Sexual Favors;

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. 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.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

CITATION:

MORE

/2018

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement EEOC-P/E-1

barring undue hardship. 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.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above 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) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial 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 agency providing such assistance.

REV. 11/2009

Department of Labor and Workforce Development

Safety and Health Protection on the Job

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, and orders issued under the law that apply to his own actions and conduct on the job.

> The Alaska Department of Labor and Workforce Development has the primary responsibility for administering the law. It issues occupational safety and health standards, and its Compliance Officers conduct job site inspections to ensure compliance with the

INSPECTION: The law requires that a representative of the employer and a representative authorized by the employees be given an opportunity to accompany the Compliance Officer for the purpose of aiding the inspection. Pursuant to AS 18.60.087, time spent by an employee aiding the inspection shall be considered as time worked, and the employee shall be compensated accordingly. Where there is no authorized employee representative, the Compliance Officer must consult with a reasonable number of

NOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate. THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

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

HOURS OF WORK RESTRICTIONS: NO MINOR UNDER 18 MAY WORK

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

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: statewidewagehour@alaska.gov

MORE THAN 6 DAYS IN ANY WORK WEEK

- ALASKA YOUTH UNDER THE AGE OF 14 MAY WORK ONLY IN THE FOLLOWING OCCUPATIONS:
- Newspaper sales and delivery
- Baby-sitting, handiwork and domestic employment in or about private homes. 2.
- The entertainment industry, with an approved work permit from the Alaska Wage and Hour Administration. 3.

14 & 15 YEAR OLDS:

AK

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:

- Occupations in manufacturing, handling or use of explosives.
- Occupations of motor vehicle driver or helper (some limited restrictions).
- Mining operations including coal.
- Logging or occupations in the operations of any sawmill, lathe mill, shingle mill or cooperage. 4.
- Operation of power-driven woodworking machines. 5.
- Occupations with exposure to radioactive substances and to ionizing radiation.
- Operation of elevators or other power-driven hoisting apparatus. 7.
- 8. Operation of power-driven metal forming, punching and shearing machines.
- Occupations involving slaughtering, meat packing, processing or rendering.
- 10. Occupations involved in the operation and cleaning of power-driven bakery machines.
- Occupations involved in the operation of power-driven paper products machines. 11.
- 12. Occupations involved in the manufacture of brick, tile and kindred products.
- 13. Occupations involved in the operation and cleaning of circular saws, band saws, and guillotine shears.
- 14. Occupations involved in wrecking, demolition and shipwrecking operations.
- 15. Occupations involved in roofing operations.
- 16. Occupations involved with excavation operations.
- Electrical work with voltages exceeding 220, or outside erection or repair and meter testing including telegraph 17. and telephone lines.
- Occupations involving exposure to bloodborne pathogens.
- 19. Occupations involved in canvassing, peddling, solicitation of door-to-door contributions, or acting as an outside salesman

ADDITIONAL RESTRICTIONS FOR 14 & 15 YEAR OLDS:

- Occupations in manufacturing, mining or processing, including workrooms or places where goods are manufactured, mined or otherwise processed.
- Occupations involved in operation of power-driven machinery other than office machines.
- Occupations in construction (including demolition and repair) except office work. 3.
- Any work in an establishment that serves alcoholic beverages. 4.
- 5. Public messenger service.
- 6. Occupations in or about canneries, except office work.
- Work performed in or about boilers, engine rooms or retorts.
- Work involved with maintenance or repair of the establishment's machines or equipment.
- Occupations that involve working from windowsills, ladders, scaffolds or their substitutes.
- Occupations handling or operation of power-driven food slicers, grinders, choppers, cutters and bakery type 10. mixers.
- Work in freezers, meat coolers, or preparation of meat for sale. 11.
- 12. Loading/unloading to or from trucks, railroad cars or conveyers.
- 13. Occupations in warehouses and storage except office and clerical work.
- 14. Occupations involving use of sharpened tools.
- 15. Occupations in transportation of persons or property except office or sales work.

BREAKS:

A minor under 18 years of age who is scheduled to work six consecutive hours is entitled to a 30-minute break during the workday

A minor 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 11.76.106 restricts access to areas where tobacco and tobacco products are sold. Minors under 19 may not sell tobacco or tobacco products in the course of their employment. 15 AAC 160.480(b) prohibits the sale of pull-tabs by anyone under the age of 21.

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 AND HOUR ADMINISTRATION

Sexual comments or conduct that interferes with you	r 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,		
	of sexual harassment.	
If you believe you may have been sexually harassed, co	ntact the Alaska Human Rights Commission. Statutes of on apply.	
Retaliation for Complaining About	Sexual Harassment is UNLAWFUL.	
Alaska State Commiss 800 A Street, Suite 204	s against you because you report or oppose sexual harassment. sion For Human Rights J, Anchorage, AK 99501 00-478-4692	
	274-4692	
https://humanrig	ghts.alaska.gov/	
	V « V « V « V « V « V « V « V « V « V «	
AK Department of Labor and	Workforce Development	
	Information	
DOCTOR		
AMBULANCE		
HOSPITAL		
POLICE		
FIRE DEPT		
OTHER		
All fatalities or injuries resulting in hospitalization must Department of Labor and Workforce Development, Divis or to the OSHA 24-hour hot line at 1-800-321-6742 (AS 18	sion of Labor Standards and Safety at 1-800-770-4940	
1111 W. 8th Street, Suite 304 1251 Muldoon Roa P. O. Box 111149 Anchorage, AK 995 Juneau, AK 99811-1149 Phone: (907) 269-4	504 FAIRBANKS, AK 99701-4596	
	REV. 02/2018	
an		
NOTICE: This state requires an employer to display a Workers' Comper tate agency. Employers should contact their insurance carrier or the a Compensation posting or notice of compliance/certificate of insurance or notice of compliance/certificate of insurance furnished by the state Compensation.	appropriate state agency to obtain a copy of this state's Workers' e. Employees should refer to the Workers' Compensation posting	
	NATIONAL PURPOSES ONLY. S' COMPENSATION POSTING REQUIREMENT.	
AK Department of Labor and	Workforce Development	
	Employees	
As an employee of this company, you are covered by Unemployment Insurance (UI). The UI program is	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	
administered by the Division of Employment and Training	"File Unemployment Benefits Online."	
Services of the Alaska Department of Labor and Workforce	To file for UI by telephone and for all other UI assistance,	
Development. The purpose of UI is to provide partial replacement of	contact your local UI claim center. The phone numbers are listed below. If you do not reside in one of the cities below,	
wages between jobs. If a business has to reduce wages	use the toll free number.	
or hours, or temporarily lay off workers, UI gives workers	Anchorage: (907) 269-4700	
financial security and temporary buying power so they can remain in the community. This, in turn, helps employers keep	Juneau/outside Alaska: (907) 465-5552	
their trained work force. UI payments protect the economy	Fairbanks: (907) 451-2871	
in Alaska's communities until unemployed workers are	All other areas in Alaska: (888) 252-2557	
reemployed. UI helps to reduce the family and community problems caused by layoffs or a lack of jobs.	The toll-free telephone number to connect to Alaska Relay is (800) 770-8973 or voice (800) 770-8255.	

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

the UI tax rates are posted on the Employment Security Tax

year are non-taxable. Current and past years' maximum

annual taxable wage base and the employee portion of

website at: labor.alaska.gov/estax/faq/w1.htm.

As with any insurance, you must meet certain

You may be entitled to a refund of excess employee contributions to the UI Trust Fund if you had two or more employers in a calendar year, your withholdings exceeded 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

- employees concerning safety and health conditions in the workplace.
- COMPLIANCE Employees or their representatives have the right to file a complaint in writing with the nearest Alaska Department of Labor and Workforce Development office requesting an inspection if they believe unsafe or unhealthful conditions exist in their workplace. COMPLAINT: Their names will be withheld upon request.
 - Employees and their representatives have a right to call an inspector's attention to possible violations in writing or orally.
 - The law provides that employees may not be discharged or discriminated against in any way for filing safety and health complaints or otherwise exercising their rights under the law.
- DISCRIMINATION Pursuant to AS 18.60.089, an employee may not be discharged or discriminated against because they filed a complaint, instituted, or caused to be instituted a proceeding related to the enforcement of occupational safety and health standards, or has testified COMPLAINT: or is expected to testify in a proceeding related to occupational safety and health. An employee who believes they have been discriminated against may file a complaint with the nearest OSHA and/or Alaska Occupational Safety and Health office within 30 days of the alleged discrimination.
 - If upon inspection, the Compliance Officer believes an employer has violated the law, a citation alleging such violations will be issued to the employer. Each citation will specify a time period within which the alleged violation must be corrected.

The citation must be prominently displayed at or near the place of alleged violation for five days, or until it is corrected, whichever is later, to warn employees of dangers that may exist there.

The law provides for mandatory penalties against employers of up to \$14,502.00 for each serious violation and for optional PROPOSED penalties of up to \$14,502.00 for any other violations. Penalties of up to \$14,502.00 per day may be proposed for failure to correct PENALTY: violations within the proposed time period. Also, any employer who willfully or repeatedly violates the law may be assessed penalties of up to \$145,027.00 for each violation.

> Criminal penalties are also provided for in the law. Any willful violation resulting in death of an employee upon conviction is punishable by a fine not more than \$10,000 or by imprisonment for not more than 6 months, or by both. Conviction of an employer after a first conviction doubles these maximum penalties.

VOLUNTARY While providing penalties for violations, the law also encourages efforts by labor and management, before an inspection, to reduce injuries and illnesses arising out of employment. **ACTIVITY:**

> The Alaska Department of Labor and Workforce Development encourages employers and employees to reduce workplace hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries.

Such cooperative action would initially focus on the identification and elimination of hazards that could cause death, injury, or illness to employees and supervisors. Upon request of employer, the Alaska Department of Labor and Workforce Development will furnish a consultant who will inspect the premises and identify hazards without assessing penalties.

- Additional information and copies of the law, specific safety and health standards, and other regulations may be obtained from the Alaska Department of Labor and Workforce Development, Division of Labor Standards & Safety, Alaska Occupational Safety and **INFORMATION:** Health at the addresses shown at the bottom of this page.
- PROGRAM Under a plan approved July 31, 1973, by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), the State of Alaska is providing job safety and health protection for workers throughout the State. OSHA will monitor the operation **COMPLAINT:** of this plan to assure that continued approval is merited. Any person may make a complaint regarding the State administration of this plan directly to the U.S. Department of Labor, OSHA, Region X, 300 Fifth Avenue, Suite 1280, Seattle, WA 98104, Phone (206) 757-6700.

IT'S YOUR RIGHT TO KNOW

About toxic and hazardous substances and physical agents

- AS 18.60.068 requires this information be displayed in a prominent place on business premises.
- Employers must inform employees about the locations and nature of operations, which could result in exposure to toxic or hazardous substances or physical agents.
- Employers must train employees in the health effects of the toxic or hazardous substances and physical agents to which they are exposed and in the purpose, proper use, and limitations of personal protective equipment.
- Employers must keep on file and make available during the work-shift, Safety Data Sheets (SDS) for each toxic or hazardous substance or physical agent to which employees may be exposed. Employers must remove employees from exposure to the substance or physical agent if an SDS cannot be obtained and provided to employees within 15 calendar days of a request.

The Alaska Department of Labor and Workforce Development will provide assistance to employers in the form of SDS program development aids, on-site program review, and safety seminars.

For more information, employers, employees and concerned citizens may contact the Alaska Department of Labor and Workforce Development, Labor Standards and Safety Division, Occupational Safety and Health, http://labor.alaska.gov/lss/oshhome.htm.

Consultation & Training 1-800-656-4972 Enforcement 1-800-770-4940 • 24-hour OSHA hotline 1-800-321-6742

1111 West 8тн Street, Suite 304	1251 Muldoon Road, Ste 109	675 7th Avenue, Station J Fairbanks, AK 99701-4596
P.O. Box 111149 Juneau, AK 99811-1149 (907) 465-4855	Anchorage, AK 99504 (907) 269-4940	(907) 451-2890 Or (907) 451-2888

AS 18.60.058 (a) requires that employers must notify either AKOSH or OSHA within eight hours of an in-patient hospitalization, loss of an eye, amputation, or fatality. AKOSH 1-800-770-4940 or 24-hour OSHA hotline 1-800-321-6742



