



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;
- Requests 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
800 A Street, Suite 204
Anchorage, AK 99501

Toll Free: 800-478-4692
In Anchorage: 274-4692
<https://www.humanrights.alaska.gov>



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 loss of jobs.

You and your employer both pay 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 employer 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 employer portion of the UI tax rates are posted on the Employment Security Tax website at labor.alaska.gov/estax/faq/vi.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. You file your claim for UI, and register for 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 counselor. 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/outside Alaska: (907) 452-5552
Fairbanks: (907) 451-2871 All other areas in Alaska: (888) 252-5552

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 employers in a calendar year, your withholdings exceeded the maximum annual employee tax and your overpayment is 35% 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 employer Application for Refund, write the Alaska Department of Labor and Workforce Development, P.O. Box 115509, Juneau, AK 99811-5509 or email tax at tax@alaska.gov or download the form at labor.alaska.gov/estax/forms/ae_form.htm.

We are an equal opportunity employer/professional. Auxiliary aids and services are available upon request to individuals with disabilities. Alaska employers are required by law to post this notice. (Rev. 1/16)

SUMMARY OF ALASKA CHILD LABOR LAW

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

ALASKA YOUTH UNDER THE AGE OF 14 MAY WORK ONLY IN THE FOLLOWING OCCUPATIONS:

1. Newspaper sales and delivery.
2. Baby sitting, handwork and domestic employment in or about private homes.
3. The entertainment industry, with an approved work permit from the Alaska Wage and 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 of 5 a.m. and 9 p.m.

MINORS 17 AND UNDER CANNOT BE EMPLOYED IN:

1. Occupations in manufacturing and/or use of explosives.
2. Occupations of motor vehicle driver or helper (except limited restrictions).
3. Mining operations including coal.
4. Logging or occupations in the operations of any sawmill, lath mill, shingle or mill coopers.
5. Operation of power-driven woodworking machines.
6. Occupations with exposure to radioactive substances and to ionizing radiation.
7. Operation of elevators or other power-driven lifting apparatus.
8. Operation of power-driven frame, punching and shearing machines.
9. Occupations involving slaughter, meat packing, processing or rendering.
10. Occupations involved in the operation and cleaning of power-driven bakery machines.
11. Occupations involved in the operation of power-driven paper products machines.
12. Occupations involved in the manufacture of, fill and kindred products.
13. Occupations involved in the operation and cleaning of circular saws, band saws, and other saws or similar equipment.
14. Occupations involved in refining, demetallization and shipwrecking operations.
15. Occupations involved in roofing operations.
16. Occupations involved with excavation operations.
17. Electrical work with voltage exceeding 220, or outside erection or repair and meter testing including telephone and telephone lines.
18. Occupations involving exposure to bloodborne pathogens.
19. Occupations involved in canvassing, peddling, solicitation of door-to-door contributions, or work on mobile sales units.
20. Occupations in construction (including demolition and repair) except office work.
21. Any work in an establishment that serves alcoholic beverages.
22. Public messenger service.
23. Occupations in or about canneries, except office work.
24. Work performed in or about boilers, engine rooms or motor.
25. Work involved with maintenance or repair of the establishment's machines or equipment.
26. Occupations that involve working from windowsills, ladders, scaffolds or their substitutes.
27. Occupations handling or operation of power-driven floor, grinders, chippers, cutters and battery law mowers.
28. Work in freeways, main roads, or preparation of road base.
29. Loading/unloading of or from trucks, railroad cars or conveyors.
30. Occupations in warehouses and storage except clerical and clerical work.
31. Occupations involving use of sharp edged tools.
32. Occupations in transportation of persons or property except office or sales work.

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 involved in operation of power-driven machinery other than office machines.
3. Occupations in construction (including demolition and repair) except office work.
4. Any work in an establishment that serves alcoholic beverages.
5. Public messenger service.
6. Occupations in or about canneries, except office work.
7. Work performed in or about boilers, engine rooms or motor.
8. Work involved with maintenance or repair of the establishment's machines or equipment.
9. Occupations that involve working from windowsills, ladders, scaffolds or their substitutes.
10. Occupations handling or operation of power-driven floor, grinders, chippers, cutters and battery law mowers.
11. Work in freeways, main roads, or preparation of road base.
12. Loading/unloading of or from trucks, railroad cars or conveyors.
13. Occupations in warehouses and storage except clerical and clerical work.
14. Occupations involving use of sharp edged 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 18 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 17.14.150 restricts access to areas where tobacco and tobacco products are sold.
- Minors under 18 may not sell tobacco or tobacco products in the course of their employment. 15 AKAC 100.40(b) prohibits the sale of pull-tabs by anyone under the age of 21.

MARLBORO & CANNABIS INDUSTRIES:

- 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.

FEDERAL STATUTES ARE IN SOME CASES STRICTER THAN STATE STATUTES

FOR FEDERAL INFORMATION, CONTACT THE U. S. DEPARTMENT OF LABOR AT 1-866-487-6243

FOR FURTHER INFORMATION CONTACT: ALASKA WAGE AND HOUR ADMINISTRATION

1251 Muldoon Road, Suite 113 1111 W. 9th Street, Suite 302 675 W. Avenue, Station J-1
Anchorage, AK 99504 Juneau, AK 99802-1149 Fairbanks, AK 99701
(907) 269-4600 (907) 452-4442 (907) 451-2286 Rev 2/2011

EMERGENCY INFORMATION

- DOCTOR**
- AMBULANCE**
- HOSPITAL**
- POLICE**
- FIRE DEPT.**

OTHER: 911
1111 W. 9th Street, Suite 304
P.O. Box 11149
Juneau, AK 99811-1149
Phone: (907) 469-4805
1251 Muldoon Road, Suite 109
Anchorage, AK 99504
Phone: (907) 269-4640
675 South Avenue, Station J-1
Fairbanks, AK 99701-4506
Phone: (907) 451-2890

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 1-800-770-4840 or to the OSHA 24-hour hot line at 1-800-321-6742 (AS 18.60.058a)

ALASKA DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT Rev 2/2011

WORKERS' COMPENSATION Notice to Employers/Employees

This is an introduction to the law, not to replace any Workers' Compensation posting regulations that apply to your business. The law does not replace any Workers' Compensation posting regulations that apply to your business. Employees: Place your notice of compensation/certificate of insurance with Workers' Compensation Unit on your insurance carrier and in the poster. Employers: Place a notice of compliance/certificate of insurance from your Workers' Insurance Carrier. If you have any further inquiries, please contact your personal office.

This Posting is for Informational Purposes Only

Summary of Alaska Wage and Hour Act

Effective January 1, 2024, the Alaska minimum wage shall be \$11.73 per hour.

Alaska Statute 23.10.050 - 23.10.150 establishes minimum wage and overtime pay standards for employment subject to the 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 requirements do not apply to any individual employed as follows:

- in agriculture;
- in the tanning 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 voluntary service in the nonprofit activities of a religious, charitable, cemetery, educational or other nonprofit organization where the employee is an officer or 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 the FLSA, or in certain computer occupations, or as an outside salesman, or as any salesperson 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 motor vehicles; or 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) install, lease, or excise motor vehicles;
- An individual who provides emergency medical services only on a voluntary basis, serving with a full-time firefighter only on a voluntary basis; or provides all patient services on a voluntary basis;
- Youth under age 18 employed part-time for not more than 30 hours in any week;
- A student participating in a University of Alaska program described under AS 14.40.065;
- A person licensed under AS 08.54 and who is employed by a registered guide and master guide licensed under AS 08.54 for the first 60 workdays so employed during a calendar year;
- An independent contractor 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;
- Sooty as a watchman or caretaker on a premises out of operation for longer than four months;
- in the 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 employee's 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 the needs of a parent of a child 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 person.

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:

- An employee who employs three or fewer persons in the regular course of business;
- An individual employed in handling, packing, storing, packaging, drying, canning, or preparing in their raw or natural state agricultural or horticultural commodities for market, or in milking chickens, selling or other dairy products;
- Agricultural employees;
- An employee engaged as a seaman;
- 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; or the total number of employees in such number operations does not exceed 12;
- An individual employee as an outside buyer of poultry, eggs, cream or milk in their raw or natural state;
- Hospital employees who facilitate the provision of medical services;
- An employee under a flexible work plan which is included as part of a collective bargaining agreement;
- An employee under a voluntary flexible work plan (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 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 18.28.10;
- 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 23.10.050(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 50 hours per week during a period of not more than 14 workweeks in the aggregate in any calendar year during the mining session;
- 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 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 1 of the Railway Labor Act (AS 45.15.181-189), including employees as a customer service representative, subject to certain provisions (see AS 23.10.050(d)(8));
- Work performed by a light crew member employed by an air carrier subject to AS 45.15.181-189 subcontractor of the Railway Labor Act;
- A watchtower operator employed in a public telephone exchange that has fewer than 750 stations;
- An employee in attendance exempted employment or a proprietor in a retail or service establishment engaged in handling telegraphic, telephonic or radio messages under an agency or contract arrangement with a biographer or communications company where the telegraph message or communications received by 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 of law.

Proposals should be made to the Alaska Department of Labor and Workforce Development, 1251 Muldoon Road, Suite 113, Anchorage, AK 99504. Phone: (907) 269-4600. Email: statelaw@alaska.gov

Recordkeeping

For each employee that keeps a record for a period of at least three years of payroll information and records for any other matters at the place of employment.

Post in a Prominent Place

Revised December 2023

Notice to Employees / Employees

Your state has its own minimum wage law which requires posting a notice regarding the aspects of that law. Employees are still required to post the Federal Minimum Wage notice for the U.S. Dept. of Labor Labor Standards Act in addition to this state posting. According to the Dept. of Labor, where Federal and state law have different minimum wage rates, the higher standard applies.

This Posting is for Informational Purposes Only

SAFETY AND HEALTH PROTECTION ON THE JOB

ALASKA LAW AS 18.60.101 - 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 law.

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 18.60.107, 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 employees concerning safety and health conditions in the workplace.

COMPLIANCE COMPLAINT: 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 unhealthy conditions exist in their workplace. 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 COMPLAINT: 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 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.

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 purposes, 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. Employees must remove themselves 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, Occupational Safety and Health, <http://labor.alaska.gov/osh/osh.htm>

- Consultation & Training 1-800-656-4972
- Enforcement 1-800-770-4840
- 24-hour OSHA hotline 1-800-321-6742

1111 West 9th Street, Suite 304 P.O. Box 11149 Anchorage, AK 99511-1499 (907) 465-4855
1251 Muldoon Road, Suite 109 Anchorage, AK 99504 (907) 269-4640
675 W. Avenue, Station J Fairbanks, AK 99701-4588 (907) 451-2888

AS 18.60.058 (b) requires that employers must notify either ACOSS or OSHA within eight hours of an in-patient hospitalization, loss of an eye, amputation, or fatality.

AKOSS 1-800-770-4840 or 24-hour OSHA hotline 1-800-321-6742

Rev. June 2022

