



ALASKA

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;
- 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://humanrights.ak.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 temporary and temporary benefits so they can remain in the community. This, in turn, helps employers keep their trained work force. UI payments protect the economy as 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 pay your employer both pay your UI premiums (taxes). You pay about 2.2 percent and your employer pays 7.2 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 will 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 posted on the Employment Security Tax website at: labor.alaska.gov/esata/tax/utn.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 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/esata/claims/utn.htm or File Employment Benefits Online. To file for UI by telephone and for all 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/outside Alaska: (907) 465-5552
Fairbanks: (907) 451-2871 All other areas in Alaska: (888) 252-2525

The toll-free telephone number to contact to Alaska Relay is (800) 770-8973 or voice (907) 730-8255.

You may be entitled to a refund of access 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 applying for your unemployment benefits, 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 amount deduction to you.

Alaska's Unemployment Insurance Program is 100 percent funded by UI taxes. Department labor through a grant award totaling \$25,815,406. We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Alaska employees are required to file with this notice. (Rev. 12/24)

SUMMARY OF ALASKA CHILD LABOR LAW

WORKERS' COMPENSATION
ALASKA DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

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 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 within 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, handling or use of explosives.
2. Occupations of motor vehicle driver or helper (some limited restrictions).
3. Mining operation including coal.
4. Logging or operations in the operation of any sawmill, table mill, single mill or coamrage.
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 hoisting apparatus.
8. Operation of power-driven metal forming, punching and shearing machines.
9. Occupations involving slaughtering, meat packing, processing or rendering.
10. Occupations involved in the operation and cleaning of power-driven battery machines.
11. Occupations involved in the manufacture of brick, tile and products made of brick.
12. Occupations involved in the operation, cleaning or repairing of cars, boats, swim, and golfcourse shavers.
14. Occupations involved in welding, dentistry and other occupations.
15. Occupations in the operation of any sawmill, table mill, single mill or coamrage.
16. Occupations involved with excavation operations.
17. Electrical work with voltages exceeding 220, or outside entrance or repair and meter testing including high-voltage line work.
18. Work involved with maintenance or repair of the establishment's machinery or equipment.
19. Occupations involved in cleaning, painting, solicitation of door-to-door contributions, or acting as an outside salesman.

ADDITIONAL RESTRICTIONS FOR 14 & 15 YEAR OLDS:

1. Occupations in manufacturing, handling or use of explosives, including workplaces 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 uses alcoholic beverages.
5. Public messenger service.
6. Occupations in or about cameras, engine motors or motors.
7. Work performed in or about boilers, engine motors or motors.
8. Work involved with maintenance or repair of the establishment's machinery or equipment.
9. Occupations that involve working from ladders, scaffolds or other substitutes.
10. Occupations handling or operation of power-driven foot ladders, rollers, choppers, cutters and bakery type mills.
11. Work in houses, meat coolers, or preparation of meat for sale.
12. Loading/unloading of iron trucks, railroad cars or conveyors.
13. Occupations in warehouses and storage except office and clerical work.
14. Occupations involving use of sharp tools.
15. Occupations in transportation of persons or property except office or sales work.

BRKAYS:
A minor who is scheduled to work six consecutive hours is entitled to a 30-minute break during the workday. A minor works five consecutive hours is entitled to a 30-minute break before continuing to work.

SICK LEAVE:
Minors are exempt from sick leave if they work less than 30 hours per week. If a minor works 30 hours or more in any week they must earn the appropriate amount of sick leave for all minor worked that week.

ALCOHOL:
All minors 18 and under must have a work permit on file with the Department. If the employer is licensed to sell alcohol, then all minors 17 years of age must also have an approved work permit. Minors under 18 years of age are prohibited from working at licensed establishments.

TOBACCO & PULL-TABS:
AS 18.76.106 restricts access to areas where tobacco and tobacco products are sold. Minors under 18 may not handle or tobacco products in the course of their employment. 15 AAC 180.4800 prohibits the sale of pull-tabs by anyone under the age of 21.

MARJANUMA & CANNABIS INDUSTRY:
Minors under 18 may not handle or cannabis products in the course of their employment 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 FURTHER INFORMATION CONTACT: ALASKA WAGE AND HOUR
1251 Madison 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) 465-4442 (907) 451-2266 Rev 12/2023

Summary of Alaska Wage and Hour Act

Effective January 1, 2025,
the Alaska minimum wage shall be \$11.91 per hour.
Effective July 1, 2025,
The Alaska minimum wage shall be \$13.00 per hour.

Alaska Statute 23.10.090 – 23.10.150 establishes minimum wage, overtime pay, and sick leave standards for employment subject to its provisions. These standards are generally applicable to all employees. Shop, haul drivers, however, shall be subject at least twice the Alaska minimum wage. Other exceptions to the minimum wage requirement follow.

Alaska minimum wage, overtime, and sick leave requirements do not apply to the following employees:

- In agriculture;
- In the taking of aquatic life; or the hand picking of shrimp;
- Domestic service (including babysitting) in or about a private home;
- By U.S. state or local governments (i.e., political subdivisions);
- Volunteers for a nonprofit organization performing activities related only to the organization's nonprofit activities;
- In a bona fide executive, administrative or professional capacity; 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;
- Volunteer EMS personnel, volunteer firefighters, and volunteer ski patrol personnel;
- A student participating in a University of Alaska program described under AS 14.40.005;
- A person licensed under AS 38.05.014 who is employed by a registered guide or master guide licensed under AS 38.54.014 in the first 60 working days employed during a calendar year;
- An independent contractor under the provisions of AS 23.10.055(a)(13)
- Solely as a watchman or caretaker on a premises 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 organization where the employee's overtime effort is necessary to employ an employee in excess of those standards, overtime hours shall be compensated at the rate of one and one-half times the regular rate of pay.

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 those 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 preparing agricultural or horticultural commodities for market, or in making shoes, button or other dry goods;
- Agricultural operations;
- An employee engaged as a seaman;
- Workers engaged in planting and tending trees, raising, surveying, bucking or felling timber, preparing or transporting logs or other forestry products to the mill, processing lumber, railroad or other transportation terminal if the total number of employees in each such operation does not exceed 12;
- An outside buyer of poultry, eggs, cream or milk;
- Hospital employees who provide 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 if the employer and employee have signed a written agreement which has been approved by the Department;
- A community health aide employed by a local or regional health organization;
- Work performed by certain flat-rate mechanics primarily engaged in servicing automobiles, light trucks, and motor homes, subject to certain specific provisions under AS 23.10.060(d)(7);
- An employee of a small mining operation who 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 year during the mining season;
- An employee employed by a newspaper with a circulation of less than 10,000;
- Casual employees as defined by regulations of the Commissioner of Labor and Workforce Development;
- A line haul truck driver for a hauling 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 driver's pay is comparable to the minimum wage;
- Work performed by an employer under a voluntary written agreement allowing the trading of work shifts among employees, if employed by an carrier subject to subchapter I of the Railway Labor Act (45 U.S.C. 181-188), subject to certain provisions under AS 23.10.060(b)(18);
- Work performed by a light curve member employed by an carrier subject to 45 U.S.C. 181-188 subchapter I of the Railway Labor Act;
- A workweek employee employed in a public telephone exchange that has fewer than 750 stations;

NOTE: This is not a complete list of exemptions to minimum wage and overtime provisions. Refer to AS 23.10.055 and AS 23.10.090. The above text is intended for informational purposes only and is not to be construed as having the effect of law.

Sick Leave
Starting July 1, 2025, sick leave is mandated by state law. Employers must provide a sick leave benefit that meets the following requirements:

- 16 or 18 sick leave is earned for every 30 hours worked
- 30 or 40 hours of sick leave can be accrued and used per year depending on if the employer has 15 or fewer than 15 employees
- No doctor's note or verification is required for sick leave absences of three or fewer consecutive days
- Unused sick leave hours carry forward into the next year

No adverse actions can be taken against an employee who uses sick leave. Sick leave is not required to be cashed out upon termination of employment.

Sick leave does apply to bona fide executive, administrative, or professional employees.

Recordingkeeping
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 subject to inspection and copy that they make.

Make inquiries to Wage and Hour, 1251 Madison Road, Suite 113, Anchorage, AK 99504
(907) 269-4600 Email: alaska.wageandhour@alaska.gov

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Employees: For additional information on our services, please visit our website at www.adp.com

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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 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 18.60.037, line open 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 COMPLAINTS:
Employers 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 COMPLAINTS:
Pursuant to AS 18.60.089, an employer may not be discharged or discriminated against because they filed a complaint, instituted, or caused to be instituted a proceeding relating to the enforcement of occupational safety and health standards, or has testified or is expected to testify in a proceeding relating to occupational safety and health. An employer 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 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 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, Division of Occupational Safety and Health, <http://labor.alaska.gov/osh/doh.htm>

• Consultation & Training 1-800-656-4972 • Enforcement 1-800-770-8490 • 24-hour OSHA hotline 1-800-321-6742

1111 West 9th Street, Suite 304 P.O. Box 11149 Anchorage, AK 99504 Juneau, AK 99811-1149 (907) 465-4855

1251 Madison Road, Suite 109 Anchorage, AK 99504 (907) 269-4940

675 W. Avenue, Station J Fairbanks, AK 99701-4586 (907) 451-2890 or (907) 451-2888

AKSONA 1-800-770-4040 or 24-hour OSHA hotline 1-800-321-6742

Rev. November 2024

EMERGENCY INFORMATION

DOCTOR
AMBULANCE
HOSPITAL
POLICE
FIRE DEPT.

OTHER
1111 W. 9th Street, Suite 304 P.O. Box 11149 Anchorage, AK 99504 (907) 465-4855
1251 Madison Road, Suite 109 Anchorage, AK 99504 (907) 269-4940
675 Southview Avenue, Station J Fairbanks, AK 99701-4586 (907) 451-4586 (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 1-800-770-4940 or to the OSHA 24-hour hot line at 1-800-321-6742 (AS 18.60.058(a))

WORKERS' COMPENSATION Notice to Employers/Employees

This is an intended to inform you the law, not to replace any Workers' Compensation posting regulations which are in effect.

Employees: Place your notice of completion/certificate of insurance with Workers' Compensation Law Office Insurance carrier at the postee.

Employers: Refer to notice of completion/certificate of insurance from your Workers' Compensation Law Office Insurance Carrier. If you have any further inquiries, please contact your personal office.

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