

EMPLOYMENT LAWS

POSTER COMPLIANCE DATE 01/2021

ARIZONA

FED 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

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 from coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil

money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions
- 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 Department of Labor.

DEPARTMENT OF LABOR UNITED STATES OF AMERICA	WHD	WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR	1-866-487-9243 TTY: 1-877-889-5627 www.dol.gov/whd	WH1088	E	ligil	VE ENTITLEMENTS ole employees who w nonth period for the f The birth of a child o To bond with a child
				REV. 07/2016	·		To care for the employee's of
AZ THE FAIR WAGES AND HEALTHY FAMILIES ACT							employee's job; For qualifying exige child, or parent.
Effective January 1, 2021, Arizona's Minimum Wage Is: \$12.15 per hour							ligible employee who /ILA leave in a single

EMPLOYEE RIGHTS

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

PROHIBITIONS

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

WHD DEPARTMENT OF LABOR WAGE AND HOUR DIVISION UNITED STATES OF AMERICA UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243 WH1462 www.dol.gov/whd

REV. 07/2016

FED EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a following reasons:

- or placement of a child for adoption or foster care;
- d (leave must be taken within 1 year of the child's birth or placement);
- loyee's spouse, child, or parent who has a qualifying serious health condition;
- own qualifying serious health condition that makes the employee unable to perform the
- encies related to the foreign deployment of a military member who is the employee's spouse,

o is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks 12-month period to care for the servicemember with a serious injury or illness.

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.

FED

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 There are strict time limits for filing charges

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.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect gualified 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.

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)

as amended, protects qualified individuals In addition to sex discrimination prohibited by from discrimination on the basis of disability Title VII of the Civil Rights Act, as amended, the in hiring, promotion, discharge, pay, fringe Equal Pay Act of 1963, as amended, prohibits benefits, job training, classification, referral, sex discrimination in the payment of wages and other aspects of employment. Disability to women and men performing substantially discrimination includes not making reasonable equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

Equal Employment Opportunity is THE LAW

family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

suspected:

ORIGIN

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.

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

The U.S. Equal Employment Opportunity

Commission (EEOC), 1-800-669-4000 (toll-

for individuals with hearing impairments).

EEOC field office information is available

at www.eeoc.gov or in most telephone

free) or 1-800-669-6820 (toll-free TTY number

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.

Employers Holding Federal Contracts

or Subcontracts

Applicants to and employees of companies

subcontract are protected under Federal law

RACE, COLOR, RELIGION, SEX, NATIONAL

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

INDIVIDUALS WITH DISABILITIES

opportunity in all aspects of employment.

Section 503 of the Rehabilitation Act of 1973,

from discrimination on the following bases:

with a Federal government contract or

contact EEOC promptly when discrimination is

WHAT TO DO IF YOU BELIEVE **DISCRIMINATION HAS OCCURRED**

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.

awarded).

RETALIATION

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

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

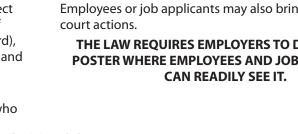
In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination 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

in any program or activity which receives

Federal financial assistance. Discrimination

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability



TTY: 1-877-889-5627

ENFORCEMENT The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS

FEDERAL

are reasonably suspected of involvement in a workplace

The law does not preempt any provision of any State or

local law or any collective bargaining agreement which is

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

testing, the right to refuse or discontinue a test, and the

right not to have test results disclosed to unauthorized

rights, including the right to a written notice before

incident (theft, embezzlement, etc.) that resulted in

more restrictive with respect to lie detector tests.

economic loss to the employer.

EXAMINEE RIGHTS

persons.

POSTER WHERE EMPLOYEES AND JOB APPLICANTS

- The Fair Wages and Healthy Families Act (the "Act") does not apply to any person v parent or a sibling; any person who is employed performing babysitting services in the employer's home on a casual basis; any person employed by the State of Arizona or the United States government; or any person employed in a small business that grosses less than \$500,000 in annual revenue, if that small business is exempt from having to pay a minimum wage under section 206(a) of title 29 of the United States Code
- TIPS AND For any employee who customarily and regularly receives tips or gratuities, an employer may pay tipped employees a maximum of \$3.00 per hour less than the minimum wage if the employer can establish by **GRATUITIES:** its records that for each week, when adding tips received to wages paid, the employee received not less than the minimum wage for all hours worked. Certain other conditions must be met.
- **RETALIATION &** Employers are prohibited from discriminating against or subjecting any person to retaliation for: (1) asserting any claim or right under the Act; (2) assisting any person in doing so; or (3) informing any DISCRIMINATION person of their rights under the Act. PROHIBITED:
- **ENFORCEMENT:** Any person or organization may file a complaint with the Industrial Commission's Labor Department alleging that an employer has violated the Act. Certain time limits apply. A civil action may also be filed as provided in the Act. Violations of the Act may result in penalties.
- **INFORMATION:** For additional information regarding the Act, you may refer to the Industrial Commission's website at www.azica.gov or contact the Industrial Commission's Labor Department: 800 W. Washington, Phoenix, Arizona 85007-2022; (602) 542-4515.

THIS POSTER MUST BE CONSPICUOUSLY DISPLAYED IN A PLACE THAT IS ACCESSIBLE TO EMPLOYEES

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.

Work Exposure to Methicillin-Resistant Staphylococcus Aureus (MRSA), Spinal Meningitis, or Tuberculosis (TB)

Notice to Employees

AZ

AZ

AZ

AZ

TO BE POSTED BY EMPLOYER

Employees are notified that a claim may be made for a condition, infection, disease or disability involving or related to MRSA, spinal meningitis, or TB within the provisions of the Arizona Workers' Compensation Law. (A.R.S. § 23-1043.04) Such a claim shall include the occurrence of a significant exposure at work, which is defined to mean an exposure in the course of employment to aerosolized MRSA, spinal meningitis or TB bacteria. Significant exposure also includes exposure in the course of employment to MRSA through bodily fluids or skin.

Certain classes of employees (as defined below) may more easily establish a claim related to MRSA, spinal meningitis or TB by meeting the following requirements:

- The employee's regular course of employment involves handling or exposure to MRSA, spinal meningitis or TB. For purposes of establishing a claim under this section, 'employee" is limited to firefighters, law enforcement officers, correction officers, probation officers, emergency medical technicians and paramedics who are not employed by a health care institution;
- No later than thirty (30) calendar days after a possible significant exposure, the employee reports in writing to the employer the details of the exposure;
- A diagnosis is made within the following time-frames: a. For a claim involving MRSA, the employee must be diagnosed with MRSA within fifteen (15) days after
 - For a claim involving TB, the employee is diagnosed with TB within twelve (12) weeks of the possible significant exposure.

Expenses for post-exposure evaluation and follow-up, including reasonably required prophylactic treatment for MRSA, spinal meningitis, and TB is considered a medical benefit under the Arizona Workers' Compensation Act for any significant exposure that arises out of and in the course of employment if the employee files a claim for the significant exposure or the employee reports in writing the details of the exposure. Providing post-exposure evaluation and follow-up, including prophylactic treatment, does not, however, constitute acceptance of a claim

Employers must post this notice in a conspicuous place next to

BENEFITS & PROTECTIONS

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

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.

REQUESTING 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.

WHD DEPARTMENT OF LABOR For additional information or to file a complaint: UNITED STATES OF AMERICA 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd U.S. Department of Labor • Wage and Hour Division • WH1420

> DEPARTMENT OF ECONOMIC SECURITY YOUR PARTNER FOR A STRONGER ARIZONA Notice to Employees YOU ARE COVERED BY UNEMPLOYMENT INSURANCE (UI)

For an explanation of what this insurance means to you, visit our website at www.azui.com for a copy of the pamphlet A Guide to Arizona Benefits. You may obtain additional information from the Unemployment Insurance office by calling (602) 364-2722 in the Phoenix area, (520) 791-2722 in the Tucson area, or toll free at 1-877-600-2722.

GENETICS

FED

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

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. 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

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.

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

REV. 11/2009

YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

service connection.

HEALTH INSURANCE PROTECTION

connected illnesses or injuries.

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

- You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:
- you ensure that your employer receives advance written or verbal notice of your service;
- you have five years or less of cumulative service in the uniformed services while with that particular employer;
- you return to work or apply for reemployment in a timely manner after **ENFORCEMENT** 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

- are a past or present member of are obligated to serve in the 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;

REV. 04/2016

REV. 08/2019

- because of this status.
- 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

employer for violations of USERRA.

USERRA violations.

address: http://www.dol.gov/vets/programs/userra/poster.htm. 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.

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

• If you leave your job to perform military service, you have the right to

Even if you don't elect to continue coverage during your military

The U.S. Department of Labor, Veterans Employment and Training

Service (VETS) is authorized to investigate and resolve complaints of

For assistance in filing a complaint, or for any other information on

http://www.dol.gov/vets. An interactive online USERRA Advisor can be

If you file a complaint with VETS and VETS is unable to resolve it, you

the Office of Special Counsel, as applicable, for representation.

may request that your case be referred to the Department of Justice or

You may also bypass the VETS process and bring a civil action against an

USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at

viewed at http://www.dol.gov/elaws/userra.htm.

elect to continue your existing employer-based health plan coverage

for you and your dependents for up to 24 months while in the military.

service, you have the right to be reinstated in your employer's health

plan when you are reemployed, generally without any waiting periods

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

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

REV. 04/2017

Employee Safety and Health Protection

The Arizona Occupational Safety and Health Act of 1972 (Act), provides safety and health protection for employees in Arizona. The Act requires each employer to furnish his employees with a place of employment free from recognized hazards that might cause serious injury or death. The Act further requires that employers and employees comply with all workplace safety and health standards, rules and regulations promulgated by the Industrial Commission. The Arizona Division of Occupational Safety and Health (ADOSH), a division of the Industrial Commission of Arizona, administers and enforces the requirements of the Act.

REV. 07/2011 Workers' Compensation Law POLICY NUMBER NOTICE TO EMPLOYEES **RE: ARIZONA WORKERS' COMPENSATION LAW** AZ All employees are hereby notified that this employer has complied with the provisions of the Arizona Workers' Compensation Law (Title 23, Chapter 6, Arizona Revised Statutes) as amended, and all the rules and regulations of The Industrial Commission of Arizona made in pursuance thereof, and has secured the payment of compensation to employees by insuring the payment of such compensation

All employees are hereby further notified that in the event they do not specifically reject the provisions of the said compulsory law, they are deemed by the laws of Arizona to have accepted the provisions of said law and to have elected to accept compensation under the terms thereof; and that under the terms thereof employees have the right to reject the same by written notice thereof prior to any injury sustained, and that the blanks and forms for such notice are available to all employees at the office of this employer

> **KEEP POSTED IN A CONSPICUOUS PLACE.**

for a condition, infection, disease or disability involving or related to a significant exposure. the Workers' Compensation Notice to Employees

the employee reports pursuant to Item No. 2 above; For a claim involving spinal meningitis, the employee b. must be diagnosed with spinal meningitis within two (2) to eighteen (18) days of the possible significant exposure; and

PARA SER COLOCADO POR EL PATRON

NUMERO DE POLIZA

AVISO A LOS EMPLEADOS

RE: LEY DE COMPENSACION PARA LOS TRABAJADORES DE ARIZONA

A todos los empleados se les notifica por este medio que este patron ha cumplido con las provisiones de la Ley de Compensacion para los Trabajadores de Arizona (Título 23, Capitulo 6, Estatutos Enmendados de Arizona) tal como han sido enmendados, y con todas las reglas y ordenanzas de La Comision Industrial de Arizona hechas en cumplimiento de esta, y ha asegurado el pago de compensacion a los empleados garantizando el pago de dicha compensacion por medio de:

Ademas, a todos los empleados se les notifica por este medio que en caso de que especificadamente ellos no rechazen las disposiciones de dicha ley obligatoria, se les considerara bajo las leyes de Arizona de haber aceptado las provisiones de dicha ley y de haber escogido aceptar la compensacion bajo estos terminos; tambien bajo estos terminos los empleados tienen el derecho de rechazar la misma por medio de una notificacion por escrito antes de que sufran alguna lesion, todos los formularios o formas en blanco para tal notificacion por escrito estaran disponibles para todos los empleados en la oficina de este patron.

COLOQUESE EN LUGAR VISIBLE.

Work Exposure to Bodily Fluids

NOTICE TO EMPLOYEES

Re: Human Immunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS) & Hepatitis C

Employees are notified that a claim may be made for a condition. infection, disease, or disability involving or related to the Human mmunodeficiency Virus (HIV), Acquired Immune Deficiency Syndrome (AIDS), or Hepatitis C within the provisions of the Arizona Workers' Compensation Law, and the rules of The Industrial Commission of Arizona. Such a claim shall include the occurrence of a significant exposure at work, which generally means contact of an employee's ruptured or broken skin or mucous membrane with a person's blood, semen, vaginal fluid, surgical fluid(s) or any other fluid(s) containing blood. AN **EMPLOYEE MUST CONSULT A PHYSICIAN TO SUPPORT A** CLAIM. Claims cannot arise from sexual activity or illegal drug use

Certain classes of employees may more easily establish a claim related to HIV, AIDS, or Hepatitis C if they meet the following reauirements

The employee's regular course of employment involves handling or exposure to blood, semen, vaginal fluid, surgical fluid(s) or any other fluid(s) containing blood. Included in this category are health care providers, forensic laboratory workers, fire fighters, law enforcement officers, emergency medical technicians, paramedics and correctional officers

NO LATER THAN TEN (10) CALENDAR DAYS after a possible significant exposure which arises out of and in the course of employment, the employee reports in writing to the employer the details of the exposure as provided

diagnosed as positive for the presence of Hepatitis C.

by Commission rules. Reporting forms are available at the

office of this employer or from the Industrial Commission

(602) 542-4661 or 2675 E. Broadway, Tucson, Arizona 85716,

the reporting form, that employee may be at risk of losing a

of Arizona, 800 W. Washington, Phoenix, Arizona 85007,

(520) 628-5181. If an employee chooses not to complete

NO LATER THAN TEN (10) CALENDAR DAYS after the

possible significant exposure the employee has blood

drawn, and NO LATER THAN THIRTY (30) CALENDAR

NO LATER THAN EIGHTEEN (18) MONTHS after the date

of the possible significant exposure at work, the employee

DAYS the blood is tested for HIV OR HEPATITIS C by

antibody testing and the test results are negative.

prima facie claim

ARIZONA FOR CARRIER USE



- Open or reopen a claim by going on line at www.azui.com. If you do not have internet access, go to your nearest Arizona Department of Economic Security (ADES) Employment Service (ES) office for assistance.
- Were separated from your last job for a non-disqualifying reason.
- Meet the wage requirements established by law.
- Are registered for work with Arizona Job Connection DES will attempt to register you based on the information you provide when your claim is filed.
- Actively seek work and remain available and able to accept suitable employment.
- Meet all other eligibility requirements.

POU-003

AZ

AZ

You may receive partial unemployment insurance payments if your hours and wages are reduced.

Equal Opportunity Employer / Program • Auxiliary aids and services are available upon request to individuals with disabilities • To request this document in alternative format or for further information about this policy, contact the UI Tax Office at 602-771-6606; TTY/TDD Services: 7-1-1 • Disponible en español en línea o en la oficina local.

Arizona Law Prohibits Discrimination in Employment

Race, Color, Religion, Sex, Age (40+), National Origin, Disability or Results of Genetic Testing. **ON THE BASIS OF:**

- Employers, Employment Agencies or Labor Unions. BY:
- Hiring, Promotion, Transfer, Termination, Salary or Benefits, Lay-Off, Apprenticeship and Training WITH RESPECT TO: Programs, Job Referrals, or Union Membership.
 - REMEDY MAY Employment, Reinstatement, Back Pay, Promotion or Lost Benefits. **INCLUDE:**

*Intake form available online at www.azag.gov

LA LEY DE ARIZONA PROHIBE DISCRIMINACION EN EL EMPLEO

POR RAZONES DE: Raza, Color, Religion, Sexo, Edad (40+), Origen Nacional, Incapacidad o Resultados de Pruebas Geneticas.

- POR PARTE DE: Empleador, Agencias de Empleo, o Sindicatos.
- CON RESPECTO A: Ocupacion, Ascenso, Transferencia, Terminacion, Salarios o Beneficios, Despido, Aprendizaje de Trabajo, Referencias de Trabajo, o Miembrecia en Sindicatos
- LOS REMEDIOS Empleo, Re-Empleo, Sueldo Atrasado, Ascenso o Beneficios Perdidos. **PUEDEN INCLUIR:**

*Formulario de cuestionario esta disponible en nuestro sitio de web: www.azag.gov

PHOENIX OFFICE: 2005 N. Central Avenue Phoenix, Arizona 85004 (602) 542-5263 (877) 491-5742 Toll Free (877) 624-8090 TTY Toll	STATE OF ARIZONA OFFICE OF THE ATTORNEY GENERAL Civil Rights Division
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TUCSON OFFICE: 400 WEST CONGRESS STREET TUCSON, ARIZONA 85701 (502) 628-6500 (877) 491-5740 Toll Free (877) 624-8090 TTY TOLL FRE

THIS NOTICE MUST BE POSTED IN A CONSPICUOUS WELL LIGHTED PLACE FREQUENTED BY EMPLOYEES, JOB SEEKERS, APPLICANTS FOR UNION **MEMBERSHIP, OR PATRONS.**

NOTIFICATION OF A.R.S. §23-1502 **Constructive Discharge**

Notice

An employee is encouraged to communicate to the employer whenever the employee believes working conditions may become intolerable to the employee and may cause the employee to resign. Under section 23-1502, Arizona Revised Statutes, an employee

As an employee, you have the following rights:

You have the right to notify your employer or ADOSH about workplace hazards. You may ask ADOSH to keep your name confidential.

You have the right to request that ADOSH conduct an inspection if you believe there are unsafe and/or unhealthful conditions in your workplace. You or your representative may participate in the inspection.

If you believe you have been discriminated against for making safety and health complaints, or for exercising your rights under the Act, you have a right to file a complaint with ADOSH within 30 days of the discriminatory action. You are also afforded protection from discrimination under the Federal Occupational Safety and Health Act and may file a complaint with the U.S. Secretary of Labor within 30 days of the discriminatory action.

You have the right to see any citations that have been issued to your employer. Your employer must post the citations at or near the location of the alleged violation.

You have the right to protest the time frame given for correction of any violation.

You have the right to obtain copies of your medical records or records of your exposure to toxic and harmful substances or conditions.

Your employer must post this notice in your workplace.

The Industrial Commission and ADOSH do not cover employers of household domestic labor, those in maritime activities (covered by OSHA), those in atomic energy activities (covered by the Atomic Energy Commission) and those in mining activities (covered by the Arizona Mine Inspector's office). To file a complaint, report an emergency or seek advice and assistance from ADOSH, contact the nearest ADOSH office:

> **PHOENIX: 800 WEST WASHINGTON PHOENIX AZ. 85007** 602-542-5795 TOLL FREE: 855-268-5251

TUCSON: 2675 EAST BROADWAY TUCSON, AZ. 85716 520-628-5478 TOLL FREE: 855-268-5251

Industrial Commission web site: www.ica.state.az.us

Note: Persons wishing to register a complaint alleging inadequacy in the administration of the Arizona Occupational Safety and Health plan may do so at the following address:

U.S. DEPARTMENT OF LABOR – OSHA 230 N. 1st Ave., Ste. 202 **PHOENIX, AZ 85003 TELEPHONE: 602-514-7250**

is retested and the results of the test are HIV positive or the employee has been diagnosed as positive for the presence of HIV, or **NO LATER THAN SEVEN (7) MONTHS** after the date of the possible significant exposure at work, the employee is retested and the results of the test are positive for the presence of Hepatitis C or the employee has been

THIS NOTICE IS APPROVED BY THE INDUSTRIAL COMMISSION OF

The Fair Wages and Healthy Families Act Earned Paid Sick Time

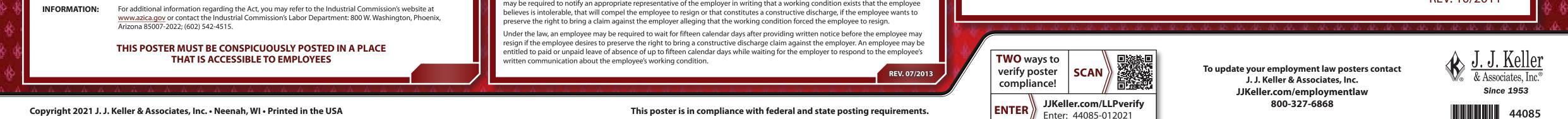
EXEMPTIONS: The Fair Wages and Healthy Families Act (the "Act") does not apply to any person who is employed by a parent or a sibling; any person who is employed performing babysitting services in the employer's home on a casual basis; or any person employed by the State of Arizona or the United States government. Beginning July 1, 2017, employees are entitled to earned paid sick time and accrue a minimum of one hour ENTITLEMENT AND AMOUNT: of earned paid sick time for every 30 hours worked, subject to the following limitations: Employees whose employers have less than 15 employees may only accrue or use 24 hours of earned paid sick time per year. Employees whose employers have 15 or more employees may only accrue or use 40 hours of earned paid sick time per year. Employers are permitted to select higher accrual and use limits. **TERMS OF USE:** Earned paid sick time may be used for the following purposes: (1) medical care or mental or physical illness,

injury, or health condition; or (2) a public health emergency; and (3) absence due to domestic violence, sexual violence, abuse, or stalking. Employees may use earned paid sick time for themselves or for family members. See Arizona Revised Statutes § 23-373 for more information.

RETALIATION & Employers are prohibited from discriminating against or subjecting any person to retaliation for: (1) asserting any claim or right under the Act, including requesting or using earned paid sick time; (2) assisting any person DISCRIMINATION in doing so; or (3) informing any person of their rights under the Act. PROHIBITED:

ENFORCEMENT: Each employee has the right to file a complaint with the Industrial Commission's Labor Department alleging that an employer has violated the Act. Certain time limits apply. A civil action may also be filed as provided in the Act. Violations of the Act may result in penalties.

KEEP POSTED IN CONSPICUOUS PLACE NEXT TO WORKERS' COMPENSATION NOTICE **TO EMPLOYEES** ICA FORM 04-615-01



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