



## ALABAMA



### UNEMPLOYMENT COMPENSATION FRAUD IS A CRIME

- Some examples of fraud include:
- Making false statements to obtain unemployment compensation
  - Attempting to draw benefits while working
  - Continuing to file a claim after returning to work
  - Being paid "under the table" while collecting unemployment compensation
  - Not being truthful when filing your initial or weekly claims

**FRAUD IS STEALING!**

**FRAUD PENALTIES ARE SEVERE**

- Up to a Class B Felony
- Fines of up to \$500 AND up to 12 months in jail for each fraudulent week claimed
- Mandatory ineligibility for up to a two year period



To report fraud call 800-392-8019

Penalties noted above subject to Section 25-4-145 Code of Alabama (1975)

### STATE OF ALABAMA WORKERS' COMPENSATION INFORMATION



If you are injured on the job, or contract an occupational disease, notify your employer immediately. Your employer will advise you of the physician to see for authorized medical treatment.

WORKERS' COMP INSURANCE CARRIER \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

ASSISTANCE IS AVAILABLE UNDER THE ALABAMA WORKERS' COMPENSATION LAW INCLUDING MEDIATION SERVICE.

FOR INFORMATION CALL:

1-800-528-5166

Alabama Department of Labor  
Workers' Compensation Division

649 Monroe Street

Montgomery, AL 36131

CODE OF ALABAMA, 1975, § 25-5-290(d).

REQUIRES THAT THIS NOTICE BE POSTED

IN ONE OR MORE CONSPICUOUS PLACES IN YOUR BUSINESS.

10/12

### YOUR JOB INSURANCE



Workers in this establishment are covered by the Alabama Unemployment Compensation Law.

**YOU MAY BE ENTITLED TO BENEFITS IF:**

- (1) You become totally or partially unemployed under conditions defined by law and you are otherwise eligible and qualified for benefits and
  - (2) you are separated from your job through no fault of your own.
- However, if you voluntarily leave your employment without good cause connected with your work or if you are discharged for "cause", your benefits may be postponed and reduced or entirely denied.

**IMPORTANT:** Be sure that your employer is using your correct social security number; if not, your claim may be delayed.

When you become unemployed:

- To file your unemployment claim, call toll free 1-866-234-5382 or file by internet at [www.labor.alabama.gov](http://www.labor.alabama.gov).
- To obtain general information concerning your rights to benefits for either total or partial unemployment, call toll free 1-800-361-4524 or write to the Alabama Department of Labor, 649 Monroe Street Montgomery, Alabama 36131, or log on to our website at [www.labor.alabama.gov](http://www.labor.alabama.gov).



ALABAMA DEPARTMENT OF LABOR

Alabama Administrative Code 480-4-2-.19 requires that this notice be posted conspicuously



### Temporarily Laid Off?

If you are working and earning less than your usual weekly gross earnings for full-time employment, you may ask your employer to file a claim for partial benefits. Under current administrative rules, employers are allowed to file partial claims up to three consecutive weeks.

YOUR EMPLOYER HAS ELECTED TO FILE PARTIAL CLAIMS BY COMPUTER FOR YOUR CONVENIENCE

Use of this computerized partial claim system helps the Department of Labor speed up the payment process for filing an unemployment compensation claim.

To prevent delays please notify your employer of the following:

- name change
  - address change
  - gross earnings from another employer
- Employers filing automated partial claims are not required to submit a claim on individuals' whose earnings for a given week are equal to or exceed \$265, which is currently the maximum weekly benefit amount in Alabama.



Department of Labor  
649 Monroe Street  
Montgomery, Alabama 36130

EMPLOYERS: Please post in a conspicuous place.



### EMPLOYEE RIGHTS ARE PROTECTED

Specific laws and regulations of the Federal Government and the State have been established to protect the rights of employees. To assist you in your awareness of your rights, as your employer, we post these notices in compliance with these laws and regulations. Should you have any questions or need further clarification of something you read here, please contact your immediate supervisor or the personnel office.

### ALABAMA CHILD LABOR LAWS



Each employer shall obtain and display the proper Child Labor Certificate(s) for each location where minors under the age of 18 are employed. To apply for a certificate(s) go to [www.labor.alabama.gov](http://www.labor.alabama.gov)  
Persons under 14 years of age SHALL NOT BE EMPLOYED

Employment Certificate (Renewed Annually)	Minors Age 14/15	Minors Age 16/17
	<b>Class I Certificate</b> To employ minors age 14/15	<b>Class II Certificate</b> To employ minors age 16/17
<b>Work Time Restrictions</b> (Minors Under age 19)	<b>During the Months when Public Schools are In Session</b> No more than 3 hours on any school day No more than 8 hours on a non-school day No more than 6 days per week No more than 18 hours per week Not before 7am or after 7pm on Any Day of the Week Not during school hours (8am-3pm)	<b>During the Months when Public Schools are In Session</b> Minors 16-17-18 years old who are enrolled in public or private school, may NOT work after 10pm or before 5am on any night preceding a school day.
	<b>During Months when Public Schools are NOT in Session</b> No more than 8 hours per day No more than 6 days per week No more than 40 hours per week Not before 7am or after 9pm each day	<b>During Months when Public Schools are NOT in Session</b> Minors 16 and older do not have an hour restriction during this time.
<b>Breaks</b>	A documented 30 minute break is required for any 14 or 15 year old who is employed for more than 5 hours continuously.	No breaks are required for employees 16 and older.
<b>Occupations</b>	See AL §25-8-33 to 35 for a detailed list of prohibited occupations.	See AL §25-8-43 for a detailed list of prohibited occupations.
<b>Record Keeping</b>	Each employer must keep on premises an <b>Employee Information Form</b> (available at <a href="http://www.labor.alabama.gov">www.labor.alabama.gov</a> ), <b>Proof of Age</b> , and <b>Time Records</b> showing the number of hours worked each day, starting and ending times, and break times for each employee 18 years of age and younger.	
*Children of parents who own their own business are NOT exempt from Alabama Child Labor Law		

#### Alcoholic Beverages

Employees must be:

21 to serve alcoholic beverages for consumption on premises (19 if licensee is RVP certified).

14 and 15 year old minors SHALL NOT work in any establishment that serves alcohol for consumption on premises.

(Note: Members of the immediate family of the owner or operator who are 14 or 15 years of age may be employed in such establishments provided they do not serve, sell, dispense, or handle alcohol.)

#### Inspections by the Department of Labor

The Department of Labor has the right to enter, without warrant or notice, any business establishment for the purpose of routine inspections. These visits shall be conducted as frequently as needed to ensure that minors are employed in compliance with this act. The department shall enforce this act and may administer fines and/or prosecution for any violation of this act.

This notice is to be posted in a conspicuous place. This notice is for reference only. For full text, consult §25-8-32 to 63. Any difference in state or federal law regarding child labor, the law providing the most protection to the minor takes precedence.

#### FOR MORE INFORMATION CONTACT:

The Alabama Department of Labor  
Child Labor Enforcement  
649 Monroe Street  
Montgomery, AL 36131  
(334) 353-1761 [www.labor.alabama.gov](http://www.labor.alabama.gov)

Published 2012

### WORKPLACE VIOLENCE PREVENTION

#### ZERO-TOLERANCE WORKPLACE

WE ARE COMMITTED TO PREVENTING WORKPLACE VIOLENCE and complying with Alabama's "Guns in the Parking Lot" Alabama Act 2013-283

#### 5 WAYS TO PROTECT YOURSELF

1. Access your work environment
2. Report threats or acts of violence to management
3. Learn how to react to threats or acts of violence
4. Treat all co-workers with respect and dignity
5. Follow employer's WORKPLACE VIOLENCE PREVENTION POLICY

#### RECOGNIZE THE WARNING SIGNS

- Workplace violence has many common warning signs:
- Quick to anger or demonstrate an uncontrollable temper
  - Prone to arguing, intimidating behavior or carries a grudge
  - Intolerant of criticism and suspicious of co-workers
  - Delusions, strong unshakable beliefs about others in the workplace
  - Isolated, little involvement with co-workers
  - Repeated or history of making threats
  - Fascination with weapons, violence and related literature
  - Recent and acute personal, financial, legal or relationship problems
  - Known history of psychological problems.

#### EMPLOYER WORKPLACE VIOLENCE PREVENTION POLICY

This employer has adopted a ZERO-TOLERANCE for workplace violence. Any employee who engages in workplace violence is subject to discipline up to and including immediate termination.

#### WHAT ABOUT FIREARMS IN THE EMPLOYER PARKING LOT?

Except in strict accordance with Alabama Law, employees are prohibited from possession of firearms or weapons of any description on the premises of the employer or while such employees are performing work for the employer. See Alabama Act 2013-283 and employer policy.

#### DO KNOW YOUR VIOLENCE RESPONSE PROCEDURES

##### IF Threatened with Violence:

- DO stay calm
  - DO learn how to recognize, avoid, or safely diffuse potentially violent situations
  - DO alert your supervisor to concerns you have about safety or security
  - DO report to management violent incidents in writing
  - DO act like you care about what the person says and don't interrupt
  - DO be courteous and patient
  - DO use calm body language
  - DON'T make sudden movements
  - DON'T make threats or touch the person
  - DO establish a contact with local law enforcement
  - DO use an Employee Assistance Program
  - DO request that aggressive employer complete anger management counseling
- IF Attacked:**
- DO call 911
  - DO get as fast as you can or anything to draw attention to yourself
  - DO fall to the ground if being pulled
  - DO blow a whistle, horn or sound a security alarm
  - DO run away, if you can
  - DON'T get in a vehicle with attacker

WEBINAR TRAINING LINKS:  
[www.AlabamaAtWork.com](http://www.AlabamaAtWork.com)



CS889-0415



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## Compliance Date August 2009

