

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://humanrights.taska.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 lack of jobs.

You and 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 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/esata/taxui.htm](http://labor.alaska.gov/esata/taxui.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](http://labor.alaska.gov) and click on "File Unemployment Claim". You will be asked to log in to the file by telephone and for other 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: (800) 456-5552  
Fairbanks: (907) 451-2811 All other areas in Alaska: (888) 252-2557  
The toll-free telephone number to contact to Alaska Relay is (800) 770-4873 or voice (907) 770-8255.

You may be entitled to a refund of excess employer contributions to the UI Trust Fund if you had two or more employees in a calendar year, your withholdings exceeded the maximum annual employer tax and your overpayment is \$5 or greater. For the year you are applying for your application (Dec. 31 of the following calendar year), if you had more than the legal maximum employer deduction withheld by any one employer, your employer is responsible for refunding this excess deduction to you.

To obtain an Employee Application for Refund, write the Alaska Department of Labor and Workforce Development, P.O. Box 115509, Juneau, AK 99811-5509 or email tax at: [esd.tax@alaska.gov](mailto:esd.tax@alaska.gov) or the web form at: [labor.alaska.gov/esata/forms/foia\\_forms.htm](http://labor.alaska.gov/esata/forms/foia_forms.htm).

Alaska Unemployment Insurance Program is 100 percent funded by UI. Departmental labor through a grant award totaling \$25,815,406. We are an equal opportunity employer/contractor. Auxiliary aids and services are available upon request to individuals with disabilities. Alaska employees are required to file a post this notice. (Rev. 1/2024)

## 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 a 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. Occupation in manufacturing, mining or processing, including workrooms or places where goods are manufactured, mined or otherwise processed.  
2. Occupations involving the operation of power-driven machinery other than office machines.  
3. Occupation 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 carriers, 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 machinery or equipment.  
9. Occupations that involve working from ladders, scaffolds or their substitutes.  
10. Occupations handling or operation of power-driven floor scrapers, grinders, chippers, cutters and laborer type tools.  
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 office work.  
14. Occupations involving use of sharp edged tools.  
15. Occupations in transportation of persons or property except office or sales work.

ADDITIONAL RESTRICTIONS FOR 14 & 15 YEAR OLDS:  
1. Occupation in manufacturing, mining or processing, including workrooms or places where goods are manufactured, mined or otherwise processed.  
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## Summary of Alaska Wage and Hour Act



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

Alaska Statute 23.10.050 - 23.10.150 establishes minimum wage and overtime pay standards for employment subject to its provisions. These standards are generally applicable to all employees. School bus drivers, however, shall receive at least ten 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 taking of aquatic life; or the hand plying of shrimp;
- In domestic service (including babysitting) in or about a private home;
- In U.S., state or local governments (i.e., political subdivisions);
- In voluntary service in the nonprofit activities of a religious, charitable, cemetery, educational or other nonprofit organization which are related only to the organization's nonprofit activities;
- In a bona fide executive, professional or administrative capacity as defined in regulations of the Commissioner of Labor and Workforce Development and in the FLSA, or in certain computer occupations, or as an outside salesman, or as any 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 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 of, or in order to sell, lease or exchange motor vehicles;
- An individual who provides emergency medical services only on a voluntary basis; serves with a full-time the department only on a voluntary basis; or provides full patient services on a voluntary basis;
- A student participating in a University of Alaska program described under AS 14.40.060;
- A person licensed under AS 38.54 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 the cab, permit or dispatch services, and who is compensated solely by the customers served;
- Soley as a watchman or caretaker on a premises out of operation for longer than four months;
- In delivery of newspapers to the consumer;
- In the search for placer or hard rock minerals;
- An individual engaged in activities for a nonprofit religious, charitable, civic, cemetery, recreational or educational organization where the 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);
- A 14 or 15-year-old educational or child care employee to give the status of a parent of children in residence if the employment requires residence at the facility and is compensated on a cash basis exclusive of room and board at an annual rate of not less than \$10,000 for an unmarried person or \$15,000 for a married 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 people in the regular course of business;
- An individual employed in handling, packing, storing, procuring, drying, canning, or preparing in their raw or natural state agricultural or horticultural commodities for market, or in milking cheese, butter 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 if the total number of employees in such number operations does not exceed 12;
- An individual employee as an outside buyer of poultry, game 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 in 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 18.28.100;
- Work performed by certain flat-rate mechanics primarily engaged in servicing automobiles, light trucks, and motor homes, subject to certain and specific provisions (see AS 23.10.050(f)(7));
- An employee of a small mining operation where not more than 12 people are employed, as long as the individual is not employed in excess of 12 hours per day or 56 hours per week during a period of not more than 14 workweeks in the aggregate in any calendar 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 fire exceeding 100 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 (45 U.S.C. 181-188), 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 45 U.S.C. 151-158 subchapter 1 of the Railway Labor Act;
- A switchboard operator employed in a public telephone exchange that has fewer than 750 stations;
- An employee in attendance exempted employee 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 or the agency does not exceed \$500/month.

NOTE: This is not a complete list of exceptions to minimum wage and overtime provisions. Refer to AS 23.10.055 and AS 23.10.010. The above text is intended for informational purposes only and is not to be construed as having the effect of law.

Provisions should be made to: Wage and Hour Administration, Alaska Department of Labor and Workforce Development, 1251 Madsen Road, Suite 115, Anchorage, AK 99504 Phone: (907) 269-4000 Email: [statelaw@alaska.gov](mailto:statelaw@alaska.gov)

### Recordkeeping

For each employee the employer shall keep for a period of at least three years of payroll information and records for each employee at the place of employment.

Post in a Prominent Place Revised November 2024

### 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 from the U.S. Dept. of Labor and 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 18.60.010 - 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, 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 relating 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 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 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 to their 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/dosh/osh.htm>

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

1111 West 9<sup>th</sup> Street, Suite 104 P.O. Box 11140 Anchorage, AK 99504 Juneau, AK 99811-1149 (907) 485-4855

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