

# Alaska State Postings



# ALASKA

## Under The Alaska Human Rights Law and (AS 18.06.020)

### 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: 774-4692  
<https://www.humanrights.alaska.gov>

## Notice to Employees

As an employee of this company, you are covered by Unemployment Insurance (UI). The UI program is administered by the Division of Employment and Training Services of the Alaska Department of Labor and Workforce Development.

The purpose of UI is to provide partial replacement of wages between jobs. If a business fails to reduce wages 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 prevents the loss of 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% percent of your employer pays 7% 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/etwa/etwa.html](http://labor.alaska.gov/etwa/etwa.html).

**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, 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 Benefits Online."

To file by telephone and for all other UI assistance, contact your local UI claim center. The phone numbers are listed below. If you do not reside in one of the claim centers, use the toll free number.

**Anchorage:** (907) 269-4700 **Juneau/Seward/Ida:** (907) 485-5532  
**Fairbanks:** (907) 451-0871 **All other areas in Alaska:** (907) 252-2520  
The toll-free telephone number to connect to Alaska Relay is (800) 770-6073 or voice (907) 770-6255.

You may be entitled to a refund of excess employee contributions to the UI Trust Fund if you had two or more employers in a calendar year, your withholdings exceeded the maximum annual earnings and your unemployment is 30+ weeks. For the year you are claiming a refund, the filing deadline for your application is Dec. 31 of the following calendar year. If you had more than the legal maximum employee deduction with any one employer, your application 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 115500, Juneau, AK 99811-5500 or email Tax at: [tax@alaska.gov](mailto:tax@alaska.gov) or download the form at: [labor.alaska.gov/etwa/form\\_refund\\_form.htm](http://labor.alaska.gov/etwa/form_refund_form.htm).

We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Alaska employees are required by law to post this notice. (Rev. 1/18)

## 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:**

- Newspaper sales and delivery
- Baby sitting, hairdressing and cosmetology, employment in or about hotels, motels,
- The entertainment industry, with an approved work permit from the Alaska Wage and Hour Administrator.

**14 & 15 YEAR OLDS:**  
**MINOR SCHOOL IS REQUIRED.** 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 6 a.m. and 6 p.m. and total hours worked will be limited to 20 in any week.

**DURING SCHOOL HOURS:**  
Work hours will be limited to 40 hours per week between the hours of 6 a.m. and 6 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 (except farm vehicles).
  3. Occupations involving the operation and cleaning of power-driven bakery machines.
  4. Logging or operations in the operations of any sawmill, lather mill, shingle mill or cooperage.
  5. Operation of elevators or other power-driven hoisting apparatus.
  6. Operation of power-driven hand saws, planing and shoving machines.
  7. Occupations involving the operation, maintenance and handling of radiation.
  8. Operation of any other or other power-driven hoisting apparatus.
  9. Occupations involving the operation, maintenance and handling of radiation.
  10. Occupations involving the operation of power-driven paper products machines.
  11. Occupations involved in the manufacture of brick, tile and kindred products.
  12. Occupations involved in the operation and cleaning of circular saws, band saws, and other similar saws.
  13. Occupations involving in mining, demolition and shipwrecking operations.
  14. Occupations involving in roofing operations.
  15. Occupations involving with excavator operations.
  16. Occupations involving with voltage exceeding 220, or outside erection or repair and other related locking, blocking and bracing devices.
  17. Occupations involving exposure to ionizing radiation.
  18. Occupations involving in cementing, pointing, rebar, setting of steel-reinforced concrete, P.D. or other similar work.
  19. Occupations involving in cementing, pointing, rebar, setting of steel-reinforced concrete, P.D. or other similar work.
  20. Occupations involving in cementing, pointing, rebar, setting of steel-reinforced concrete, P.D. or other similar work.

**ADDITIONAL RESTRICTIONS FOR 14 & 15 YEAR OLDS:**

1. Occupations in manufacturing, mining or processing, including workrooms or places where gases are manufactured, refined or otherwise produced.
2. Occupations involving the operation of power-driven machinery other than office machines.
3. Occupations in construction building (demolition and related except office of a contractor).
4. Any work in an establishment that serves alcoholic beverages.
5. Public messenger services.
6. Occupations in about industries, except office jobs.
7. Work performed in or about buildings, except rooms or hotels.
8. Work involving maintenance or repair of the establishment's machinery or equipment.
9. Occupations that involve working from windowsills, ladders, scaffolds or their substitutes.
10. Occupations handling or operation of power-driven food grinders, choppers, grinders, cutters and like like devices.
11. Work in freights, next, closets, or preparation of meat for sale.
12. Loading/unloading of or from trucks, railroad cars or conveyors.
13. Occupations in maintenance and storage except office and clerical work.
14. Occupations involving use of shrapnel devices.
15. Occupations in transportation of persons or property except office or sales work.

**BREAKS:**  
A minor under 18 years of age who is scheduled to work consecutive hours is entitled to a 30-minute break during the workday.  
A minor under 14 who works five consecutive hours is entitled to a 30-minute break before continuing to work.

**ALCOHOL:**  
All ages 18 and older must have a work permit on file with the Department. If an employer has a reasonable suspicion and is limited to alcohol, then all minors 17 years of age must also have an approved work permit.

**TOBACCO & TOBACCO PRODUCTS:**  
All 17 and 18-year-olds are prohibited from working in tobacco and tobacco products are sold. Minors under 18 may not sell tobacco or tobacco products in the course of their employment. 15 AK SCS 0403 prohibits the sale of tobacco by anyone under the age of 21.

**MARIJUANA & CANNABIS INDUSTRY:**  
All 17 and 18-year-olds are prohibited from working in the age of 21 from working in any and all phases of the cannabis/cannabis 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 THE U.S. DEPARTMENT OF LABOR AT 1-866-487-6243

**FOR FURTHER INFORMATION CONTACT: ALASKA WAGE AND HOUR ADMINISTRATION**  
1201 Madison Road, Suite 113 1111 W. 9<sup>th</sup> Street, Suite 302 675 W. Avenue, Station J  
Anchorage, AK 99504 Juneau, AK 99802-1140 Fairbanks, AK 99701  
(907) 259-4800 (907) 485-4442 (907) 451-2566 (Rev. 2/2018)

## EMERGENCY INFORMATION

**DOCTOR:** 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 1-800-78-4462 or to the OSHA 24-hour toll free at 1-800-321-8742 (AS 18.06.059a)

**AMBULANCE:** 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 1-800-78-4462 or to the OSHA 24-hour toll free at 1-800-321-8742 (AS 18.06.059a)

**HOSPITAL:** 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 1-800-78-4462 or to the OSHA 24-hour toll free at 1-800-321-8742 (AS 18.06.059a)

**POLICE:** 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 1-800-78-4462 or to the OSHA 24-hour toll free at 1-800-321-8742 (AS 18.06.059a)

**FIRE DEPT.:** 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 1-800-78-4462 or to the OSHA 24-hour toll free at 1-800-321-8742 (AS 18.06.059a)

**OTHER:** 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 1-800-78-4462 or to the OSHA 24-hour toll free at 1-800-321-8742 (AS 18.06.059a)

1111 W. 9<sup>th</sup> Street, Suite 302  
P.O. Box 11140  
Juneau, AK 99811-1140  
Phone: (907) 485-4455  
1201 Madison Road, Suite 113  
Anchorage, AK 99504  
Phone: (907) 259-4840  
675 Southview Avenue, Station J  
Fairbanks, AK 99701-4506  
Phone: (907) 451-2880

## WORKERS' COMPENSATION Notice to Employers/Employees

This is an informational notice. It does not replace your Workers' Compensation policy which contains the actual policy terms and conditions.

Employers: Your notice of compliance/certificate of insurance with Workers' Compensation (your insurance carrier) and the policy.

Employees: Refer to your notice of compliance/certificate of insurance from your Workers' Insurance Carrier. If you have further inquiries, please contact your personal office.

This Posting is for Informational Purposes Only

## Notice to Employers/Employees

Your state has an online system which allows you to register your notice regarding the aspects of that law. Employees are also required to post their federal workers' compensation notice on the U.S. Dept. of Labor's Labor Standards Act in accordance with the state posting. According to the Dept. of Labor, when Federal and state law have different minimum wage rates, the higher standard applies.

## This Posting is for Informational Purposes Only

## Summary of Alaska Wage and Hour Act

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

Alaska Statute 23.10.020 - 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 twice 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 land planting of shrimp;
- In domestic service (including, but not limited to, private homes);
- By U.S., state or local governments (i.e., political subdivisions);
- In voluntary service in the nonprofit activities of a religious, charitable, cemetery, educational or other nonprofit organization which are related to its organizational nonprofit activities;
- In a bona fide executive, professional or administrative capacity as defined in regulations of the Commissioner of Labor and Workforce Development and the FLSA, or in certain computer occupations, or as an outside salesman, or as any salesperson 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 sell, lease, finance or refinance vehicles for service, repair or analysis of motor vehicles; 20 average working for the sale of motor vehicles and related products and services; that are part of the sale of, or the sale, lease, finance or refinance of motor vehicles;
- An individual who provides emergency medical services only on a voluntary basis, serving with an employer who is not an ambulatory clinic, or provides first aid services on a volunteer basis;
- A student participating in a University of Alaska program described under AS 14.40.065;
- A person licensed under AS 08.54 who is employed by an engineering guild or master guild licensed under AS 08.34 for the first 90 days as an employee during a calendar year;
- An independent contractor who establishes the timing, area and hours, who contracts on a flat rate basis for the job, permit or dispatch services, and who is compensated solely by the customer's service;
- State or workweeks or contractor on a premises out of operation for longer than four months;
- In the search for placer or hard rock minerals;
- An individual employed in activities for a nonprofit religious, charitable, civic, cemetery, educational or educational organization where the employer's primary business does not, in fact, exist, and whose services rendered to the organization under a work activity requirement of AS 07.27 (Alaska temporary assistance program);
- By a nonprofit educational or child care facility to provide the care of a parent of a child in residence if the employment involves residence at the facility and is compensated on a cash basis exclusive of room and board of an annual rate of not less than \$10,000 for an average parent; or \$15,000 for a non-parent.

## 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 his business;
- An individual employed in handling, packing, shipping, unloading, storing, carrying, or preparing in their own or another's store agricultural or horticultural commodities for market, or in making clothes, furrier or other duty products;
- Agricultural employees;
- An employee employed as a seaman;
- Workers engaged in planting or tending trees, cutting, sawing, bucking or felling timber, preparing or transporting logs or other forestry products to the mill, processing plant, mill or other transportation terminal of the total number of employees in such number operations does not exceed 12;
- An individual employed as an outside buyer of poultry, grain, meat or milk in their own or another's business;
- Hospital employees whose duties include 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 if the employee and employer have signed a written agreement which has been approved by the Department (flexible rules must be paid for work over 40 hours a week and over the hours specified on the flexible work plan are not included in collective bargaining agreements);
- A seasonal health care employee providing a local or regional health organization as these terms are defined in AS 18.28.100;
- Work performed by certain fish-related activities primarily engaged in servicing automobiles, light trucks, and motor homes, subject to certain specific provisions (see AS 23.10.060(f)(7));
- An employee of a small retail operation where not more than 12 people are employed, so long as the individual is not employed in excess of 12 hours per day or 56 per week during a period of not more than 14 workweeks in the aggregate in any calendar year during the relevant period;
- 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 trucking company 100 miles or more away from their city, 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 rate;
- Work performed by an employee under a voluntary written agreement addressing the timing of work shifts among employees, if employed by an carrier subject to subsection (f) of the Federal Labor Act 45 U.S.C. 1681, including employees as a customer service representative, subject to certain provisions (see AS 23.10.050(f)(8));
- Work performed by a flight crew member employed by an air carrier subject to 45 U.S.C. 161-169 subsection (f) of the Federal Labor Act;
- A nightclub operator employed at a public dancing exchange that has fewer than 750 patrons;
- An employee in attendance overheard employment or a proprietor in a retail or service establishment engaged in handling telephone, television or radio messages as agency or contract arrangement with a telephone or communications company where the telephone message or communications received of the agency does not exceed \$200/month.

NOTE: This is not a complete list of exceptions to minimum wage and overtime provisions. Refer to AS 23.10.055 and AS 23.10.060. 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: Alaska and Fairbanks Department of Labor and Workforce Development, 1201 Madison Road, Suite 113, Anchorage, AK 99504 Phone: (907) 259-4800 Email: [alaskawage@alaska.gov](mailto:alaskawage@alaska.gov)

Recordkeeping  
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.

Post in a Prominent Place (Revised December 2022)

## SAFETY AND HEALTH PROTECTION ON THE JOB

ALASKA LAW AS 18.06.010 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 the work activities and conduct in 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 giving the inspection. Pursuant to AS 18.06.067, three days prior to an employer asking the inspector shall be considered as time worked, and the employees 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, they may also be advised 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 18.06.090, an employee may not be discharged or discriminated against because they filed a complaint, testified, or caused to be instituted a proceeding related to the enforcement of occupational safety and health standards, or has testified or is expected to testify in a proceeding related to occupational safety and health. An employee who believes they have been discriminated against may file a complaint with the nearest OSHA and/or Alaska Occupational Safety and Health office within 30 days of the alleged discrimination.

## IT'S YOUR RIGHT TO KNOW About toxic and hazardous substances and physical agents

**AS 18.06.008** 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.
- The Alaska Department of Labor and Workforce Development will provide assistance to employers in the form of SDS program development kits, on-site program review, and safety seminars.
- 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 proper, 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. Employers 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.

For more information, employers, employees and concerned citizens may contact the Alaska Department of Labor and Workforce Development, Occupational Safety and Health, <http://labor.alaska.gov/osh/osh.htm>

• Consultation & Training 1-800-656-6972 • Enforcement 1-800-770-4840 • 24-hour OSHA hotline 1-800-321-6742

1111 West 9<sup>th</sup> Street, Suite 302 P.O. Box 11140 Juneau, AK 99811-1140 (907) 485-4855  
1201 Madison Road, Suite 113 Anchorage, AK 99504 (907) 259-4800  
675 Southview Avenue, Station J Fairbanks, AK 99701-4506 (907) 451-2880

**AS 18.06.008** (a) requires that employers must notify either ACOH or OSHA within eight hours of an on patient hospitalization, loss of an eye, amputation, or fatality.

AKOAH 1-800-770-4040 • 24-hour OSHA hotline 1-800-321-6742

Rev. June 2022

# ALASKA

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