

Minimum Wage

Department of Labor and Licensing NOTICE to employer & employee

MINIMUM WAGE

All employees covered by Arkansas Code 11-4-202 to 11-4-220 must be paid a minimum wage of at least:

\$11.00 an hour effective January 1, 2021 with an allowance for gratuities not to exceed \$8.37 per hour.

COVERAGE

The Arkansas Minimum Wage applies to an employer of four (4) or more persons. Common exemptions include:

- \*Executive, administrative or professional employees.
\*Outside commission-paid salesmen.
\*Students whose work is a part of a bona fide vocational training program.
\*Students who work in the schools they are attending.
\*Some farm laborers.
\*Independent contractors.
\*Employees of the United States.

STUDENT RATE

Any full-time student attending any accredited institution of education within the State of Arkansas, and who is employed to work an amount not to exceed twenty (20) hours during weeks that school is in session...

HANDICAPPED WORKERS

The Director has established rules for employment of these workers. For further information contact the Department of Labor and Licensing.

STUDENT-LEARNERS

A "Student-Learner" is a person who is receiving regular instructions in an accredited school and who is employed on a part-time basis in a bona fide training program.

OVERTIME PAY

Overtime compensation must be paid at the rate of one and one-half times the regular hourly rate of pay for hours worked in excess of 40 hours in a workweek.

WORKWEEK

A workweek is a regularly recurring period of 168 hours in the form of seven consecutive 24-hour periods.

ENFORCEMENT

The Director of the Division of Labor or his representatives have the authority to:

- (a) enter and inspect any place of employment in the State to examine books, payrolls, and records having to do with wages and hours.
(b) require written or sworn statements from an employer about his employees' earnings and hours of work; and
(c) enforce all administrative rules.

DEDUCTIONS FROM THE MINIMUM WAGE

No deduction from the applicable minimum wage may be made except those authorized or required by law or by rule of the Director of Labor, however, deductions which are not otherwise prohibited and which are for the employee's benefit may be made if authorized in writing by the employee.

KEEPING OF RECORDS

All employers subject to the Minimum Wage Law must keep accurate records for a period of three (3) years. These records must include the name, address, occupation, rate of pay, hours worked and the amount paid each pay period for all employees covered by the law.

EQUAL PAY ACT

No employer in the State of Arkansas shall discriminate in the payment of wages as between the sexes or shall pay any female in his employ, salary or wage rate less than the rates paid to male employees for comparable work.

PENALTIES

Any employer who willfully hinders or delays the Director or his authorized representative in the performance of his duties in the enforcement of

EMPLOYERS SUBJECT TO THE MINIMUM WAGE ACT ARE REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE FOR ALL EMPLOYEES.

REV. 01/2021

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.

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

Unemployment Ins.

Division of Workforce Services NOTICE TO EMPLOYEES HOW TO CLAIM UNEMPLOYMENT INSURANCE

EMPLOYEES OF

are covered by the Division of Workforce Services Law.

The Law provides Unemployment Benefits for unemployed workers and under certain conditions for those working only part time.

As a covered employee, your employer has contributed to or will reimburse the Arkansas Unemployment Trust Fund from which benefits are paid. NO DEDUCTIONS CAN BE MADE FROM YOUR WAGES FOR THIS PURPOSE.

- A. If and when you know you are going to be out of work for a calendar week or more, YOU SHOULD PROMPTLY: File a claim for benefits through the Division of Workforce Services.
B. If you are attached to a regular employer, working less than full time due entirely to lack of work, you may be eligible for partial Unemployment Insurance Benefits.

Our Local Office will answer questions and supply further information.

Full time Local Offices are situated in the following cities to provide services to Unemployment Insurance Claimants:

Table listing cities: Arkadelphia, Batesville, Benton, Blytheville, Camden, Conway, El Dorado, Fayetteville, Forrest City, Fort Smith, Harrison, Helena, Hope, Hot Springs, Jonesboro, Little Rock, Magnolia, Malvern, Mena, Monticello, Mountain Home, Newport, Paragould, Pine Bluff, Rogers, Russellville, Searcy, Texarkana, West Memphis.

CAUTION: False statements to obtain benefits, concealment of material facts, or failure to report earnings for the purpose of obtaining or increasing Unemployment Insurance Payments, are violations of criminal laws and lead to prosecution.

\*\*\* Servicios de Interpretación/Traducción disponibles por medio de su oficina local. --- Ewôr Jerbal in ukok ikijien jeje im kennaan ilo opij ko ijo kwaj pãd ie. --- Các Dịch Vụ Thông Dịch/Phiên Dịch có sẵn qua văn phòng địa phương của quý vị. --- 服務/翻譯服務均設於各地方辦事處。 --- Interpretation/Translation services available through your local office. \*\*\*

DWS-ARK-237 (Rev. 1-07) v09142021

REV. 09/14/2021

Workers' Comp.

Workers' Compensation Commission Workers' Compensation Instructions to Employers and Employees

Form AR-P ARKANSAS WORKERS' COMPENSATION COMMISSION 324 SPRING STREET, LITTLE ROCK, AR 72201 MAIL: P. O. Box 950, LITTLE ROCK, AR 72203-0950

All employees of this establishment entitled to benefits under the provisions of the Arkansas workers' compensation laws are hereby notified that their employer has secured the payment of such compensation as may at any time be due employees or their dependents.

Pinnacle Assurance 7501 E. Lowry Blvd. Denver, CO 80230-7006 303.361.4000 pinnacle.com Policy # 834992

IN CASE OF JOB-RELATED INJURIES OR OCCUPATIONAL DISEASES

- 1. Provide all necessary medical, surgical and hospital treatment, as required by law, following the injury and for such additional time as ordered by the Workers' Compensation Commission.
2. Provide compensation payments in accordance with the provisions of the law.
3. Provide prompt reporting of accidents to appropriate parties.
4. Keep a record of all injuries received by its employees.

The Employee Shall: The employee shall report the injury to the employer on Form N and to a person or at a place specified by the employer, unless the injury either renders the employee physically or mentally unable to do so, or the injury is made known to the employer immediately after it occurs.

- 1. The employee requests medical assistance in writing prior to seeking the same as a result of an alleged compensable injury; and
2. The employer refuses to refer the employee to a medical provider within forty-eight (48) hours after such written request as provided above; and
3. The alleged injury is later found to be a compensable injury; and
4. The employer has not made a previous offer of medical treatment.

If you have any questions regarding your rights under the Arkansas workers' compensation laws, you may call an Arkansas Workers' Compensation Commission legal advisor at our toll-free number listed above. All employers who come within the operation of the Arkansas workers' compensation laws and have complied with its provisions must post this notice in a CONSPICUOUS place in or about their place or places of business.

AWCC Form P (Posting Notice)

A posting notice is mentioned in Ark. Code Ann. §11-9-403, Ark. Code Ann. §11-9-407 and AWCC Rule 7. AWCC Form P satisfies all requirements.

Form P:

- 1. Is to be on display in a conspicuous place;
2. Tells employers what to do when an employee is injured;
3. Instructs employees to notify the employer immediately (or no later than the close of the next business day) when injured;
4. Lists the claims office that will be handling the insurance aspects of the case;
5. Gives the claims office telephone number;
6. Announces the expiration date of the insurance policy; and
7. Provides telephone numbers for Arkansas Workers' Compensation Commission legal advisors if either party needs assistance.

Employers without Form P may lose the use of Form N as a defense in litigation. Employees disobeying instructions on Form P may delay their benefits or jeopardize the awarding of any benefits in a contested case.

The AWCC furnishes samples, not supplies, of Form P. Carriers are to send their insureds an adequate number, and self-insureds must arrange with a printer for the supply they need. Carriers and employers may enlarge Form P for posting purposes.

Information about Form P is available from the Support Services Division (1-800-622-4472 or 501-682-3930).

Ark. Code Ann. §11-9-106(a): "Any person or entity who willfully and knowingly makes any material false statement or representation, who willfully and knowingly omits or conceals any material information, or who willfully and knowingly employs any device, scheme, or artifice for the purpose of: obtaining any benefit or payment; defeating or wrongfully increasing or wrongfully decreasing any claim for benefit or payment; or obtaining or avoiding workers' compensation coverage or avoiding payment of the proper insurance premium, or who aids and abets for any of said purposes, under this chapter shall be guilty of a Class D felony.

P

REV. 06/16/2014

TWO ways to verify poster compliance! QR CODE Scan with phone camera. ONLINE Go to: JJKeller.com/LLPverify Enter this code: 69322-082023

To update your labor law posters contact J. J. Keller & Associates, Inc. JJKeller.com/laborklaw 800-327-6868