

REQUIRED POSTINGS FOR ARKANSAS MUNICIPALITIES AS EMPLOYERS

Arkansas Municipal League

Updated September 2014

Disclaimer: The following information is taken from the Arkansas Department of labor website (www.arkansas.gov/labor). However, to specifically address municipalities as employers, any posting requirements unrelated to governmental or municipal entities have been omitted. Further, some of the language may differ from the original source as it was deemed necessary to reflect the focus on municipalities as employers.

The following is a list of required State and Federal employee notices. The list includes the notice to be posted, employers who are required to post the notice, and information on how to obtain the notice. All posting requirements must be posted in a conspicuous place so as to be accessible to all employees. Failure to post notices can result in stiff penalties and possible fines. Employers who are not sure who they are covered under can contact the U.S. Department of Labor at (501) 324-5292 or the Arkansas Department of Labor at (501) 682-4500.

You may download the Notice to Employer and Employee, and the Chemical Right to Know posters by clicking on the appropriate links below. Please download posters on legal size paper for reading clarity.

NOTICE	POSTING REQUIREMENTS	HOW TO OBTAIN NOTICE
Notice to Employer and Employee – Minimum Wage, Overtime, Child Labor, Wage Collection, etc.	Employers with 4 or more employees.	Arkansas Department of Labor 10421 West Markham Little Rock, AR 72205 (501) 682-4500 www.arkansas.gov/labor
Notice to Employer and Employee Act 556 of 1991 entitled the Public Employees' Chemical Right to Know Act	All State, County, and Municipal Operations	An additional contact is: Arkansas Department of Labor Safety Division (501) 682-9090 Milana.dennis@arkansas.gov
Your Rights Under the Fair Labor Standards Act – Federal Minimum Wage and Overtime Laws	Employers w/ gross annual sales or businesses, of at least \$500,000; hospitals; nursing homes; schools and pre-schools; and government agencies. Also, employer of any employee involved in interstate commerce.	U.S. Department of Labor 10810 Executive Center Drive Danville Building 2 Ste 220 Little Rock, AR 72201 (501) 223-9114 http://www.dol.gov/elaws/posters.htm <u>Note:</u> Provided in English, Spanish, and Chinses..
Your Rights under the Family and Medical Leave Act of 1993	All Arkansas Employers with at least 50 employees	<u>Note:</u> Provided in both English and Spanish.
Notice Employee Polygraph Protection Act	All Arkansas Employers	<u>Note:</u> Provided in both English and Spanish.
Your Rights under the Uniformed Services Employment and Reemployment Rights Act	All Employers	<u>Note:</u> Provided in English.

Equal Employment Opportunity is the Law	All Arkansas Employers	<p>Equal Employment Opportunity Commission 425 West Capitol, Suite 625 TCBY Tower Building Little Rock, AR 72201 (501) 324-5060 www.eeoc.gov</p> <p><u>Note:</u> Print the poster via website. Select Employers; "EEO Is The Law" Poster. If unable to print, submit a request via website to order up to five (5) copies of the poster. Provided in both English and Spanish.</p>
Notice to Employees, How to Claim Unemployment Insurance	All Arkansas Employers	<p>Arkansas Workforce Services 1501 Main Street Little Rock, AR 72203 (501) 682-2257 www.dws.arkansas.gov</p> <p><u>Note:</u> This form is only available via website. Select Employers; Employer Workplace Poster</p>
Worker's Compensation Notice and Instructions to Employers and Employees Form P	All Arkansas Employers	<p>Arkansas Workers' Compensation Commission PO Box 950 Little Rock Arkansas 72203 (501) 682-3930 www.awcc.state.ar.us</p> <p><u>Note:</u> This form is only available via website. Click Forms; Choose Download AWCC Form; Form P Provided in both English and Spanish.</p>
Hand Washing Poster	Required only if city has employees engaged in food preparation. Ark Admin. Code 007.04.8-6-3.	<p>Department of Health & Human Services (501) 661-2171 (800) 482-8988 www.healthyarkansas.com</p> <p><u>Note:</u> This poster is only available via website. Select "H" from the A-Z Index; Choose "Handwashing Posters." (Multiple signs are available.)</p>

Five Steps to Get All of the Forms You Need

1. Contact the Arkansas Department of Labor at www.arkansas.gov/labor or (501) 682-4500.
2. Contact the US Department of Labor at <http://www.dol.gov/elaws/posters.htm> or (501) 223-9114.
3. Contact Arkansas Workforce Services at www.dws.arkansas.gov; Select Employers; Employer Workplace Poster.
4. Contact Arkansas Workers' Compensation Commission at www.awcc.state.ar.us; Click Forms; Choose Download AWCC Form; Form P.
5. Contact the Department of Health and Human Services at www.healthyarkansas.com; Choose "H" from the A-Z Index; Choose "Handwashing Posters." There are several versions available of the required sign.