

### 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:

\$9.25	an hour effective January 1, 2019 with an allowance for gratuities not to exceed \$6.62 per hour.
\$10.00	an hour effective January 1, 2020 with an allowance for gratuities not to exceed \$7.37 per hour.
\$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.

All employees of the above employers are covered except:

- \*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 or forty (40) hours during weeks when school is not in session, such rate of wage shall be equal to not less than eighty-five (85%) of the applicable minimum wage provided a Student Certificate of Eligibility is obtained from the Arkansas Department of Labor and Licensing. Student workers subject to the 85% provision of the applicable minimum wage rate and a gratuity allowance shall not be paid less than the base wage guaranteed any other employee subject to a gratuity allowance.

#### HANDICAPPED WORKERS

The Secretary has established procedures 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. For further information contact the Department of Labor and Licensing.

#### 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. This overtime provision shall not be applicable with respect to employers with less than 4 employees, or agricultural employees.

#### WORKWEEK

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

#### ENFORCEMENT

Powers of the Secretary of Labor:  
The Secretary 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. He may copy these records if necessary and may question any employees to find out if the law is being obeyed.
- (b) require written or sworn statements from an employer about his employees' earnings and hours of work.
- (c) enforce all regulations issued thereunder.

#### 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 Secretary 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. In addition, every employer who claims an allowance for tips, board, lodging, apparel or other items or services as part of the applicable minimum wage rate, must maintain daily records showing for each employee the amounts claimed as allowances and must maintain records which will substantiate the amount of tips actually received by the employee or the employer's reasonable cost in supplying items or services to the employee.

#### 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. Provided, however, that nothing in this Act shall prohibit a variation in rates of pay based upon a difference in seniority, experience, training, skill, ability, or difference in duties and services performed, or difference in the shift or time of the day worked, or any other reasonable differentiation except difference in sex. Every employer shall keep and maintain records of the salaries and wage rates, job classifications and other terms and conditions of employment of the persons employed by him and such records shall be preserved for a period of three (3) years.

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

REV. 08/2019

### Unemployment Ins.

Department of Workforce Services

#### Notice to Employees

#### HOW TO CLAIM UNEMPLOYMENT INSURANCE

#### EMPLOYEES OF \_\_\_\_\_

are covered by the Department 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.** Be sure your employer has your correct Social Security Account Number.

- 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 Department of Workforce Services office nearest you.  
We will try to help locate work for you both before benefit payments start and while they are being paid.
  - 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.  
In that case, claim partial benefits—**promptly**—by reporting the facts (dates, wages, employer) to your Local Office. **Do not delay doing this.**
- 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:

Arkadelphia	Harrison	Monticello
Batesville	Helena	Mountain Home
Benton	Hope	Newport
Blytheville	Hot Springs	Paragould
Camden	Jacksonville	Pine Bluff
Conway	Jonesboro	Rogers
El Dorado	Little Rock	Russellville
Fayetteville	Magnolia	Searcy
Forrest City	Malvern	Texarkana
Fort Smith	Mena	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. — Ewâr jêrbal in ukok ikijjen jeje im kennaan ilo opij ko lo kwaj pãd ie. — Các Dịch Vụ Thông Dịch/Phiên Dịch có sẵn qua văn phòng địa phương của quý vị. — 服務人員在當地辦事處提供翻譯服務。 — Interpretation/Translation services available through your local office.\*\*\*

DWS-ARK-237 (Rev. 1-07) v05152018

REV. 05/15/2018

### Workers' Comp.

Workers' Compensation Commission

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

<b>Form AR-P</b>	<b>ARKANSAS WORKERS' COMPENSATION COMMISSION</b> 324 SPRING STREET, LITTLE ROCK, AR 72201 MAIL: P. O. BOX 950, LITTLE ROCK, AR 72203-0950 LITTLE ROCK OFFICE - 1-800-622-4472 / 501-682-3930 SPRINGDALE OFFICE - 1-800-852-5376 / 479-751-2790	<b>P</b>
Ark. Code Ann. §11-9-403, 407 AWCC Rule 7 Updated: 06-16-14		

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. This employer is required by state law to provide workers' compensation coverage or this employer has waived the exclusion or exemption from the operation of the workers' compensation laws, and the employer certifies by the display of this poster that workers' compensation coverage is now provided by a workers' compensation insurance policy or by enrollment in the Arkansas Self-Insurance Program or by the Public Employee Claims Division of the Arkansas Insurance Department.

(Place label indicating Insurer's Name,  
Claims Office Address, Claims Office Phone Number  
and Policy Expiration Date)

#### IN CASE OF JOB-RELATED INJURIES OR OCCUPATIONAL DISEASES

##### The Employer Shall:

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. The first installment of compensation becomes due on the 15<sup>th</sup> day after the employer has notice of the injury or death, except in those cases where liability has been denied by the employer.
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. The employer shall not be responsible for disability, medical, or other benefits prior to receipt of the employee's notice of injury. All reporting procedures specified by the employer must be reasonable and shall afford each employee reasonable notice of the reporting requirements. The foregoing shall not apply when an employee requires emergency medical treatment outside the employer's normal business hours; however, in that event, the employee shall cause a report of the injury to be made to the employer on the employer's next regular business day.

Failure to give such notice shall not bar any claim (1) if the employer had knowledge of the injury or death, (2) if the employee had no knowledge that the condition or disease arose out of and in the course of employment, or (3) if the Commission excuses such failure on the grounds that for some satisfactory reason such notice could not be given. Objection to failure to give notice must be made at or before the first hearing on the claim.

##### Statutory Information:

Ark. Code Ann. § 11-9-514(b) states: "Treatment or services furnished or prescribed by any physician other than the ones selected according to the foregoing, except emergency treatment, shall be at the claimant's expense."

Ark. Code Ann. § 11-9-514(f), however, indicates: When compensability is controverted, subsection (b) shall not apply if:

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. Fifty percent (50%) of any criminal fine imposed and collected under ... this section shall be paid and allocated in accordance with applicable law to the Death and Permanent Total Disability Trust Fund administered by the Workers' Compensation Commission."


**P**

REV. 06/16/2014

**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. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate.

**THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.**

**TWO ways to verify poster compliance!**

SCAN 

ENTER **JJKeller.com/LLPverify**  
Enter: 45066-082019

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