

## REQUIRED POSTINGS FOR ARKANSAS 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, Chemical Right to Know, and the Your Rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA) posters by clicking on the below links. Please download posters on legal size paper for reading clarity.

NOTICE	POSTING REQUIREMENTS	HOW TO OBTAIN NOTICE	
<b>Notice to Employer and Employee</b> – 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 <a href="http://www.arkansas.gov/labor">www.arkansas.gov/labor</a>	
Notice to Employer and Employee Act 556 of 1991 entitled the Public Employees' Chemical Right to Know Act	All State, County, and Municipal Operations	<u>Note:</u> This is typically provided upon request from the Ark. Dept. of Labor. An additional contact is: Safety Division (501) 682-9090 <a href="mailto:Juanita.matlock@arkansas.gov">Juanita.matlock@arkansas.gov</a>	
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 <a href="http://www.dol.gov/elaws/posters.htm">http://www.dol.gov/elaws/posters.htm</a>	
Your Rights under the Family and Medical Leave Act of 1993	All Arkansas Employers with at least 50 employees		
Notice Employee Polygraph Protection Act	All Arkansas Employers		
OSHA's Job Safety and Health Protection	All Arkansas Employers <u>Excluding</u> All State, County or Municipal governments		
Your Rights Under the Uniformed Services Employment and Reemployment Rights Act (USERRA)	All Employers		<u>Note:</u> The USERRA poster is not normally included and requires a specific request!
Equal Employment Opportunity is the Law	All Arkansas Employers		<u>Note:</u> The EEOC poster is typically provided by the US Dept. of Labor. <u>Another Contact:</u> Equal Employment Opportunity Commission

		425 West Capitol, Suite 625 TCBY Tower Building Little Rock, AR 72201 (501) 324-5060 <a href="http://www.eeoc.gov">www.eeoc.gov</a>
Notice to Employees, How to Claim Unemployment Insurance	All Arkansas Employers	Arkansas Workforce Services 1501 Main Street Little Rock, AR 72203 (501) 682-2257 <a href="http://www.dws.arkansas.gov">www.dws.arkansas.gov</a>  <u>Note:</u> This form is only available via website. Select Employers; Choose PDF(Employer Workplace Poster)
Worker's Compensation Notice and Instructions to Employers and Employees Form P	All Arkansas Employers	Arkansas Workers' Compensation Commission PO Box 950 Little Rock Arkansas 72203 (501) 682-3930 <a href="http://www.awcc.state.ar.us">www.awcc.state.ar.us</a>  <u>Note:</u> This form is only available via website. Click Forms; Choose Download AWCC Form; P Form (provided in both English/Spanish)
Hand Washing Poster	Only Required if city has employees engaged in food preparation. Ark Admin. Code 007.04.8-6-3.	Department of Health & Human Services (501) 661-2171 (800) 482-8988 <a href="http://www.healthylarkansas.com">www.healthylarkansas.com</a>  <u>Note:</u> This form is only available via website. Select "H" from the A-Z Index; Choose "Handwashing Signs" (there are multiple signs available)

### Five Steps to Get All of the Forms You Need

1. Contact the Arkansas Department of Labor at (501) 682-4500.
2. Contact the US Department of Labor at (501) 223-9114. Make an additional request to obtain the USERRA form. USERRA is not traditionally included.
3. Contact Arkansas Workforce Services at [www.dws.arkansas.gov](http://www.dws.arkansas.gov); Select Employers; Choose PDF(Employer Workplace Poster)
4. Contact Arkansas Workers' Compensation Commission at [www.awcc.state.ar.us](http://www.awcc.state.ar.us); Click Forms; Choose Download AWCC Form; P Form (provided in both English/Spanish).
5. Contact the Department of Health and Human Services at [www.healthylarkansas.com](http://www.healthylarkansas.com); Choose "H" from the A-Z Index; Choose "Handwashing Signs" (there are several versions available of the required sign)