



THE ARIZONA LABOR LAW POSTER SERVICE
4802 E. RAY RD., SUITE 23 #227
PHOENIX, ARIZONA 85044-6410

For compliance assistance
you may call us at: 1-877-321-4144

FAX: 1-888-442-4144

Notice Date: FX-08
Key Code:

ATTENTION ALL EMPLOYERS!
New Minimum Wage
Effective January 1st 2008

Dear Employer,
State and Federal Law requires **Arizona** employers to post the following notices at most work sites. Investigations may be conducted by State inspectors. An employer found to be in violation of State or Federal Laws by willfully failing to post up-to-date OSHA posters may be subject to **monetary penalties** of up to **\$7000**, as well as exposure to **civil liability actions**. The Arizona Labor Law Poster Service is a non-governmental organization providing mandatory workplace posters and does not have a contract with any government agency. Certain posters may also be available free from the issuing governmental agencies. Compliance with State and Federal posting requirements may be achieved by responding to the order form below. **PLEASE RESPOND TODAY TO THE ENCLOSED.**

STATE POSTING REQUIREMENTS

- ☐ **Minimum Wage Law**
(Arizona Revised Statutes § 23-364, Enforcement)
D. Employers shall post notices in the workplace, in such format specified by the commission, notifying employees of their rights under this article. F. Any employer who violates recordkeeping, posting, or other requirements the commission may establish under this article shall be subject to a civil penalty of at least **\$250** dollars for a first violation, and at least **\$1000** dollars for each subsequent or willful violation and may, if the commission or court determines, be subject to special monitoring and inspections.
- ☐ **Workers Compensation (Arizona Revised Statutes §23-964)**
“Each employer providing insurance or electing to pay compensation directly as provided in this chapter, shall post in conspicuous places about his place of business typewritten or printed notices stating that he has complied with the provisions of this chapter and all rules and regulations of the commission...”
- ☐ **Work Exposure to Bodily Fluids**
(Arizona Administrative Code §R20-5-164)
“An employer subject to the Act shall notify its employees of the requirements of A.R.S. §23-1043.02 and §23-1042-.03 by posting . . . “Work Exposure to Bodily Fluids” in a conspicuous place immediately next to the “Notice to Employees” notice required under A.R.S. §23-906(D)”
- ☐ **Unemployment Insurance (Arizona Revised Statutes §23-772)**
“Each employer shall post and maintain printed statements dealing with claims for benefits in places readily accessible to individuals in his service...”
- ☐ **Constructive Discharge (Arizona Revised Statutes §23-1502)**
“Notice by the employer under this section shall be provided by the posting of a notice...in conspicuous places on the employer’s premises where notices to employees are customarily posted...”
- ☐ **Discrimination in Employment (Arizona Revised Statutes §41-1483)**
“Every employer, employment agency and labor organization shall post and keep posted in conspicuous places upon its premises where notices to employees, applicants for employment and members are customarily posted a notice . . . setting forth excerpts from or summaries of the pertinent provisions of this article and article 4 and information pertinent to the filing of a complaint.”
- ☐ **Safety and Health Protection (Arizona Revised Statutes §23-427)**
“The commission shall also issue regulations requiring that employers, through posting of notices or other appropriate means, keep their employees informed of their protections and obligations under this article including the provisions of applicable standards.”
- ☐ **Smoke-free Arizona Act (Arizona Revised Statutes §36-601.01)**
“Every public place and place of employment where smoking is prohibited by this section shall have posted at every entrance a conspicuous sign clearly stating that smoking is prohibited.”

FEDERAL POSTING REQUIREMENTS

- ☐ **Federal Minimum Wage Act (29 CFR § 516.4) (NEW)**
Pursuant to **29 USC §206(a)(1)**, as amended by P.L. 110-28, H.R. 2206, effective July 24, 2007, the federal minimum wage increases from \$5.85 an hour to \$6.55 an hour.
“Every employer ... shall post and keep posted a notice explaining the Act ... in conspicuous places in every establishment where such employees are employed so as to permit them to observe readily a copy.”
- ☐ **Uniform Services Employment and Reemployment Rights Act (38 USCA § 433(a))**
“Each employer shall provide to persons entitled to rights and benefits under this chapter a notice of the rights, benefits, and obligations of such persons and such employers under this chapter. The requirement for the provision of notice under this section may be met by the posting of the notice where employers place notices for employees.”
- ☐ **Employee Polygraph Protection Act (29 CFR § 801.6)**
“Every employer subject to the EPPA shall post and keep posted on its premises a notice explaining the Act, as prescribed by the Secretary. Such notice must be posted in a prominent and conspicuous place in every establishment of the employer where it can be readily observed by employees and applicants for employment.” Under 29 CFR § 801.42(7) a civil penalty not to exceed **\$10,000** may be assessed against any employer for violating any provision of this Act.
- ☐ **Equal Employment Opportunity is the Law (29 CFR § 1601.30)**
“Every employer ... shall post and keep posted in conspicuous places upon its premises notice in an accessible format ... describing the applicable provisions of title VII and the ADA. Such notice must be posted in prominent and accessible places where notices to employees...are customarily maintained...[F]ailure to comply with this section is punishable by a fine of not more than **\$110** for each separate offense.”
- ☐ **Family and Medical Leave Act (29 USC § 2619(a)(b))**
“Each employer shall post and keep posted, in conspicuous places on the premises of the employer where notices to employees and applicants for employment are customarily posted, a notice ... setting forth excerpts from, or summaries of, the pertinent provisions of this subchapter and information pertaining to the filing of a charge...Any employer that willfully violates this section may be assessed a civil money penalty not to exceed **\$100** for each separate offense.”
- ☐ **Occupational Safety and Health Act (29 CFR § 1903.2(a)(1))**
“Each employer shall post and keep posted a notice or notices ... informing employees of the protections and obligations provided for in the Act ... in a conspicuous place or places where notices to employees are customarily posted. Each employer shall take steps to insure that such notices are not altered, defaced, or covered by other material.”

PLEASE MAIL THIS FORM WITH YOUR
CHECK, PAYABLE TO:
THE ARIZONA LABOR LAW
POSTER SERVICE
4802 E. RAY RD., SUITE 23 #227
PHOENIX, ARIZONA 85044-6410
1-877-321-4144 (phone orders)

Please send the following posters:

Complete Set(s) of Federal and State
____ 1st set..... **\$59.50** \$ _____
____ Add'l. set(s) **\$52.50** \$ _____

Separate Posters
____ **Federal Only** **\$24.50** each \$ _____
____ **State Set** **\$49.50** each \$ _____

(1st set \$775; Shipping \$ _____
add'l sets and Individual
posters \$5.75 each;)TOTAL \$ _____
Please Call for Large Order Discounts.

Order Form FX-08 Key Code:
A complete set is made up of three large posters, one Federal and two State.
Posters are 18" x 24" in full color and laminated in plastic.
Posters also available in Spanish – please call.

PLEASE FAX CREDIT CARD ORDERS TO: 1-888-442-4144 – FAX

Enclosed: ☐ Check ☐ Money Order ☐ Automatic Annual Renewal
Credit Card: ☐ VISA ☐ MC ☐ AmEx ☐ Discover
Credit Card #: _____ – _____ – _____ Exp. _____ / _____
Signature _____
Ship to: (please print clearly) Attention: _____
Company: _____
Address: _____
City: _____ State _____ Zip _____
Phone: (_____) _____