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| Form AR-P | ARKANSAS WORKERS' COMPENSATION COMMISSION | P |
| Ark. Code Ann. §11-9-403, 407 AWCC Rule 7 | 324 Spring Street, Little Rock, AR 72201 | |
| Updated: 06-16-14 | Mail: P.O. Box 950, Little Rock, AR 72203-0950 | |
| | Little Rock Office - 1-800-622-4472 / 501-682-3030 | |
| | Springdale Office - 1-800-652-5376 / 479-751-2790 | |

WORKERS' COMPENSATION INSTRUCTIONS TO EMPLOYERS AND EMPLOYEES

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 15th 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 employer 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(d) states: "Treatment or services furnished or prescribed by any physician other than the one 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!
- (1) The employee requires 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.

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.** Be sure your employer has your correct Social Security 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 Division of Workforce Services. 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). **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:

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|-------------|--------------|-------------|---------------|--------------|
| Arkadelphia | El Dorado | Hope | Mena | Rogers |
| Batesville | Fayetteville | Hot Springs | Monticello | Russellville |
| Benton | Forrest City | Jonesboro | Mountain Home | Searcy |
| Blytheville | Fort Smith | Little Rock | Newport | Texarkana |
| Candlen | Harrison | Magnolia | Paragould | West Memphis |
| Conway | Helena | Malvern | Pine Bluff | |

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.

ARKANSAS Division of **WORKFORCE SERVICES**

*** Services are Interpretation/Traducción disponibles por correo de oficina local — Email: arnkas@arkworkforce.com or Arkansas toll free 1-800-445-1234
 —*** Dịch Vụ Thông Tin/Traducción Dịch vụ qua thư của văn phòng địa phương — Email: arnkas@arkworkforce.com hoặc Arkansas miễn phí qua điện thoại 1-800-445-1234
 — Interpretation/Traducción servicios disponibles through your local office.*** (Rev. 1-07) V00142021

ARKANSAS 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
This 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 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 by any other employee subject to a gratuity allowance.

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 instruction 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 employees 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
The Director of the Division of Labor or its 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; 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 employees 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 less on any wage rate 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.

Notice to Employers / Employees

Your state has its own minimum wage law which requires posting a notice regarding the aspects of that law. Employers are still required to post the Federal Minimum Wage notice from the U.S. Dept. of Labor Fair Labor Standards Act in addition to this state posting. According to the Dept. of Labor, where Federal and state law have different minimum wage rates, the higher standard applies.

This Posting is for Informational Purposes Only

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