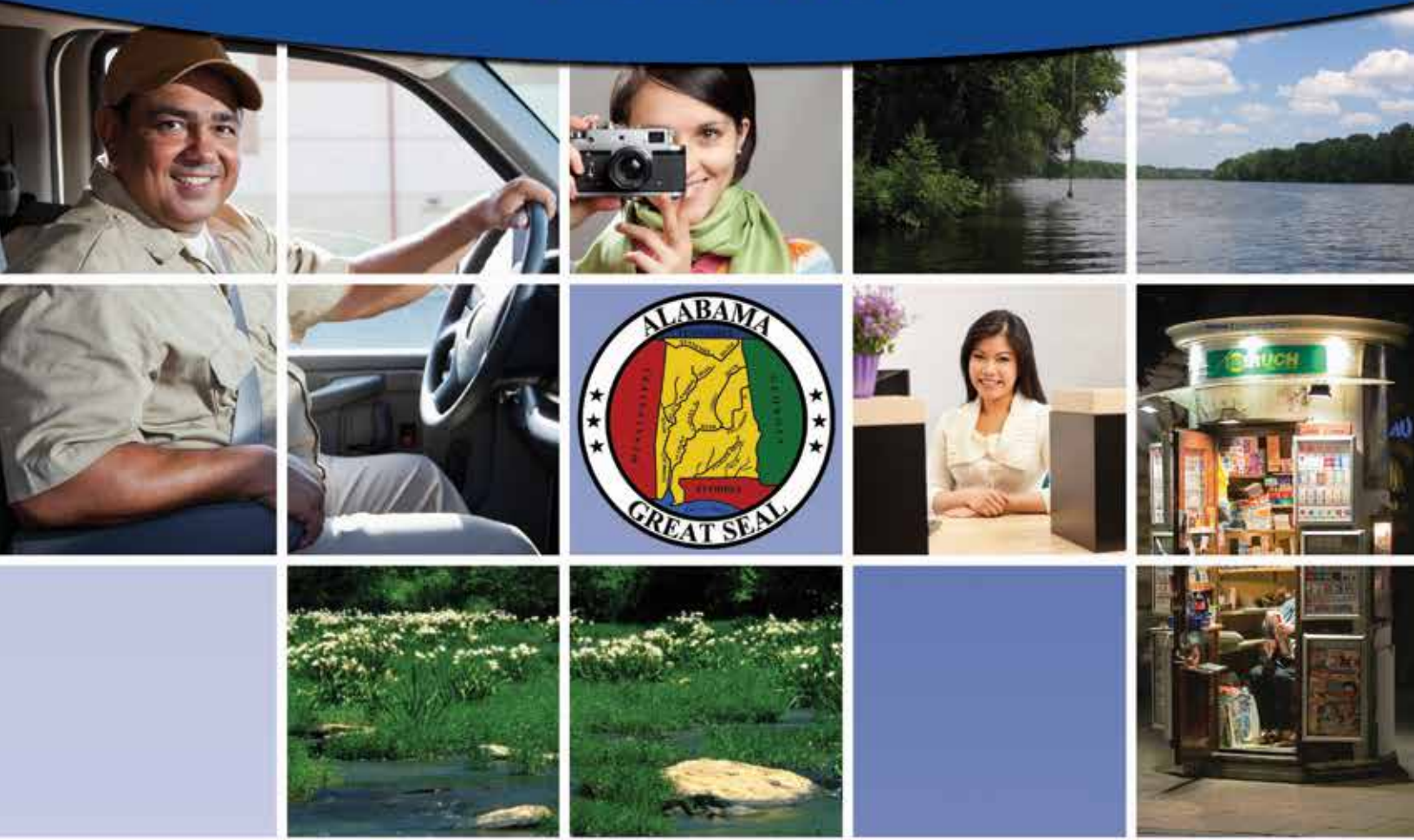


# Alabama



## Comply Anywhere Poster Pack

*A digital compliance solution for all of  
your state labor law postings.*

## **Employee Notice – Your Rights Are Protected**

The State of Alabama has established laws and regulations that protect the rights of employees. As your employer, we are conspicuously posting the information that is required by the State of Alabama to better inform you of your rights as an employee of our company. If you should have any questions regarding these postings, please contact the personnel office or your immediate supervisor.

**Note:** *The Comply Anywhere Poster (CAP) Pack is designed to provide accurate and authoritative information in regard to the subject matter covered. Businesses with one or more employees are required to comply with federal, state and/or local law notification and posting requirements. CAP will not satisfy all labor law posting and notification requirements that must be posted conspicuously in a location frequented by employees at a business. CAPs should be used only as a supplementary product when space is limited.*

## **State Panels**

- 3 Unemployment Insurance
- 4 Partial Unemployment
- 5 Workers' Compensation
- 6 Child Labor Laws

## **Conditional Notices**

- 7 Additional Notices

*The Federal Government has additional laws and regulations that protect the rights of employees. These federal posters and notices, including federal contractor postings, can be found in our Federal Comply Anywhere Poster Pack at the following link:*

**[<< CLICK HERE >>](#)**

# YOUR JOB INSURANCE



Workers in this establishment are covered by the Alabama Unemployment Compensation Law.

## YOU MAY BE ENTITLED TO BENEFITS IF:

- (1) You become totally or partially unemployed under conditions defined by law and you are otherwise eligible and qualified for benefits and
- (2) you are separated from your job through no fault of your own.

However, if you voluntarily leave your employment without good cause connected with your work or if you are discharged for "cause", your benefits may be postponed and reduced or entirely denied.

**IMPORTANT:** Be sure that your employer is using your correct social security number; if not, your claim may be delayed.

When you become unemployed:

- To file your unemployment claim, call toll free 1-866-234-5382 or file by internet at [www.labor.alabama.gov](http://www.labor.alabama.gov).
- To obtain general information concerning your rights to benefits for either total or partial unemployment, call toll free 1-800-361-4524 or write to the Alabama Department of Labor, 649 Monroe Street Montgomery, Alabama 36131, or log on to our website at [www.labor.alabama.gov](http://www.labor.alabama.gov).



## ALABAMA DEPARTMENT OF LABOR



Alabama Administrative Code 480-4-2-.19 requires that this notice be posted conspicuously



## Temporarily Laid Off?

If you are working and earning less than your usual weekly gross earnings for full-time employment, you may ask your employer to file a claim for partial benefits. Under current administrative rules, employers are allowed to file partial claims up to three consecutive weeks.

### YOUR EMPLOYER HAS ELECTED TO FILE PARTIAL CLAIMS BY COMPUTER FOR YOUR CONVENIENCE

Use of this computerized partial claim system helps the Department of Labor speed up the payment process for filing an unemployment compensation claim.

To prevent delays please notify your employer of the following:

- name change
- address change
- gross earnings from another employer

Employers filing automated partial claims are not required to submit a claim on individuals' whose earnings for a given week are equal to or exceed \$275, which is currently the maximum weekly benefit amount in Alabama.



Department of Labor  
649 Monroe Street  
Montgomery, Alabama 36130

EMPLOYERS: Please post in a conspicuous place.  
Extra copies are available upon request.



**STATE OF ALABAMA  
WORKERS' COMPENSATION  
INFORMATION**



If you are injured on the job, or contract an occupational disease, notify your employer immediately.

Your employer will advise you of the physician to see for authorized medical treatment.

WORKERS' COMP INSURANCE  
CARRIER \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

**ASSISTANCE IS AVAILABLE UNDER THE ALABAMA WORKERS'  
COMPENSATION LAW INCLUDING MEDIATION SERVICE.**

**FOR INFORMATION CALL:**

**1-800-528-5166**

**Department of Labor**

**Workers' Compensation Division**

**649 Monroe Street**

**Montgomery, AL 36131**

**CODE OF ALABAMA, 1975, § 25-5-290(d), REQUIRES THAT THIS NOTICE  
BE POSTED**

**IN ONE OR MORE CONSPICUOUS PLACES IN YOUR BUSINESS.**





# ALABAMA CHILD LABOR LAWS

Each employer shall obtain and display the proper Child Labor Certificate(s) for each location where minors under the age of 18 are employed. To apply for a certificate(s) go to [www.labor.alabama.gov](http://www.labor.alabama.gov)

### Persons under 14 years of age SHALL NOT BE EMPLOYED

	Minors Age 14/15	Minors Age 16/17/18
<b>Employment Certificate</b> (Renewed Annually)	<b>Class I Certificate</b> To employ minors age 14/15	<b>Class II Certificate</b> To employ minors age 16/17
<b>Work Time Restrictions</b> (Minors Under age 19)	<p><b>During the Months when Public Schools are in Session</b> No more than 3 hours on any school day No more than 8 hours on a non-school day No more than 6 days per week No more than 18 hours per week Not before 7am or after 7pm on <b>Any Day of the Week</b> Not during school hours (8am-3pm)</p> <p><b>During Months when Public Schools are NOT in Session</b> No more than 8 hours per day No more than 6 days per week No more than 40 hours per week Not before 7am or after 9pm each day</p>	<p><b>During the Months when Public Schools are in Session</b> Minors 16-17-18 years old who are enrolled in public or private school, may NOT work after 10pm or before 5am on a night preceding a school day.</p> <p><b>During Months when Public Schools are NOT in Session</b> Minors 16 and older do not have an hour restriction during this time.</p>
<b>Breaks</b>	A documented 30 minute break is required for any 14 or 15 year old who is employed for more than 5 hours continuously.	No breaks are required for employees 16 and older.
<b>Occupations</b>	See AL §25-8-33 to 35 for a detailed list of prohibited occupations	See AL §25-8-43 for a detailed list of prohibited occupations.
<b>Record Keeping</b>	Each employer must keep on premises an <b>Employee Information Form</b> (available at <a href="http://www.labor.alabama.gov">www.labor.alabama.gov</a> ), <b>Proof of Age</b> , and <b>Time Records</b> showing the number of hours worked each day, starting and ending times, and break times for each employee 18 years of age and younger.	
*Children of parents who own their own business are <b>NOT</b> exempt from Alabama Child Labor Law		

#### Alcoholic Beverages

Employees must be:

**21** to serve alcoholic beverages for consumption on premises (18 if licensee is RVP certified).

**16** and older may be employed in such establishments as busboys, janitors, dishwashers, cooks, hostesses, or seaters.

**14 and 15 year old minors SHALL NOT** work in any establishment that serves alcohol for consumption on premises.

(Note: Members of the immediate family of the owner or operator who are 14 or 15 years of age may be employed in such establishments provided they do not serve, sell, dispense, or handle alcohol.)

#### Inspections by the Department of Labor

The Department of Labor has the right to enter, without warrant or notice, any business establishment for the purpose of routine inspections. These visits shall be conducted as frequently as needed to ensure that minors are employed in compliance with this act. The department shall enforce this act and may administer fines and/or prosecution for any violation of this act.

*This notice is to be posted in a conspicuous place. This notice is for reference only. For full text, consult §25-8-32 to 63. Any difference in state or federal law regarding child labor, the law providing the most protection to the minor takes precedence.*

#### FOR MORE INFORMATION CONTACT:

The Alabama Department of Labor Child  
Labor Enforcement  
649 Monroe Street  
Montgomery, AL 36131  
(334)956-7390 [www.labor.alabama.gov](http://www.labor.alabama.gov)  
[child.labor@labor.alabama.gov](mailto:child.labor@labor.alabama.gov)

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## Additional Notices

With the purchase of your **Alabama Digital Comply Anywhere Poster Pack**, you are entitled to **free downloads** of conditionally required industry-specific and municipal postings.

See instructions below to review and download additionally required materials.

- 1) **Review** all conditional notices required in the state of Alabama.
- 2) **Download**, print, and post any notices that pertain to your business type, demographic, and/or location.

To download these materials, please visit:  
[www.personnelconcepts.com/downloads/alcn](http://www.personnelconcepts.com/downloads/alcn)

When prompted, enter the **ACCESS CODE: PCALCN**