**REQUIRED POSTINGS FOR ARKANSAS MUNICIPALITIES AS EMPLOYERS**

**Arkansas Municipal League**

**Updated June 2019**

**Disclaimer: The following information is taken from the Arkansas Department of labor website (**[**https://labor.arkansas.gov**](https://labor.arkansas.gov/)**). However, to specifically address municipalities as employers, any posting requirements unrelated to governmental or municipal entities have been omitted. Further, some of the language may differ from the original source as it was deemed necessary to reflect the focus on municipalities as 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 all required posters by clicking on the appropriate links below. Please download posters on legal size paper for reading clarity.**

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| **NOTICE** | **POSTING**  **REQUIREMENTS** | **HOW TO OBTAIN**  **NOTICE** |
| [**Notice to Employer and Employee**](https://labor.arkansas.gov/Websites/labor/images/AMWA%20POSTER%20010119.pdf)  – 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  <https://labor.arkansas.gov/>  An additional contact is:  Arkansas Department of Labor  Safety Division  (501) 682-9090  [Milana.dennis@arkansas.gov](mailto:Milana.dennis@arkansas.gov) |
| [**Notice to Employer and Employee Act 556 of 1991**](https://labor.arkansas.gov/Websites/labor/images/Chemical_Right_poster2.pdf) entitled the Public Employees’ Chemical Right to Know Act | All State, County, and Municipal Operations |
| [**Your Rights Under the Fair Labor Standards Act**](https://www.dol.gov/whd/regs/compliance/posters/flsa.htm) – 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  <http://www.dol.gov/elaws/posters.htm>  Note: Provided in English, Spanish, and Chinese.  Note: Provided in both English and Spanish.  Note: Provided in both English and Spanish.  Note: Provided in English. |
| [**Your Rights under the Family and Medical Leave Act of 1993**](https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf) | All Arkansas Employers with at least 50 employees |
| [**Notice Employee Polygraph Protection Act**](https://www.dol.gov/whd/regs/compliance/posters/eppa.htm) | All Arkansas Employers |
| [**Your Rights Under the Uniformed Services Employment and Reemployment Rights Act**](https://www.dol.gov/sites/dolgov/files/VETS/legacy/files/USERRA_Private.pdf) | All Employers |

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| [**Equal Employment Opportunity is the Law**](https://www1.eeoc.gov/employers/upload/eeoc_self_print_poster.pdf) | All Arkansas Employers | Equal Employment Opportunity Commission  425 West Capitol, suite 625  TCBY Tower Building  Little Rock, AR 72201  (501) 324-5060  [www.eeoc.gov](http://www.eeoc.gov)  Note: Print poster via website. Select Employers; “EEO Is The Law” Poster. If unable to print poster, submit a request via website to order up to five (5) copies. Provided in both English and Spanish. |
| [**Notice to Employees, How to Claim Unemployment Insurance**](https://www.dws.arkansas.gov/wp-content/uploads/2016/03/DWS-ARK-237.pdf) | All Arkansas Employers | Arkansas Workforce Services  1501 Main Street  Little Rock, AR 72203  (501) 682-2257  [www.dws.arkansas.gov](http://www.dws.arkansas.gov)  Note: This poster is only available via website. Select Employers; Employer Workplace Poster |
| **[Worker’s Compensation Notice and Instructions to Employers and Employees](http://www.awcc.state.ar.us/revisedforms/formp.pdf)**  **[Form P](http://www.awcc.state.ar.us/revisedforms/formp.pdf)** | All Arkansas Employers | Arkansas Workers’ Compensation Commission  PO Box 950  Little Rock Arkansas 72203  (501) 682-3930  [www.awcc.state.ar.us](http://www.awcc.state.ar.us)    Note: This poster is only available via website. Click Forms; Choose Download AWCC Form; Form P Provided in both English and Spanish. |
| [**Hand Washing Poster**](https://www.healthy.arkansas.gov/images/uploads/pdf/Handwashing_.pdf) | Arkansas Restaurants and other food handling businesses  Cities: Required only 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  [www.healthyarkansas.com](http://www.healthyarkansas.com)    Note: This poster is only available via website. Select Public Health Safety, select Food Protection-Inspection Portal, scroll down to Posters, several handwashing posters are available. |

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

1. Contact the Arkansas Department of Labor at <https://labor.arkansas.gov/> or (501) 682-4500.
2. Contact the US Department of Labor at <http://www.dol.gov/elaws/posters.htm> or (501) 223-9114.
3. Contact Arkansas Workforce Services at [www.dws.arkansas.gov](http://www.dws.arkansas.gov); Select Employers; 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; Form P.
5. Contact the Department of Health and Human Services at [www.healthyarkansas.com](http://www.healthyarkansas.com); Select Public Health Safety, select Food Protection-Inspection Portal, scroll down to Posters, several handwashing posters are available.