

ALASKA LABOR LAW POSTINGS



UNEMPLOYMENT INSURANCE



Notice to Employees

As an employee of this company, you are covered by Unemployment Insurance (UI). The UI program is administered by the Division of Employment and Training Services of the Alaska Department of Labor and Workforce Development.

The purpose of UI is to provide partial replacement of wages between jobs. If a business has to reduce wages or hours, or temporarily lay off workers, UI gives workers financial security and temporary buying power so they can remain in the community. This, in turn, helps employers keep their trained work force. UI payments protect the economy in Alaska's communities until unemployed workers are reemployed. UI helps to reduce the family and community problems caused by layoffs or a lack of jobs.

You and your employer both pay your UI premiums (taxes). You pay about 27 percent and your employer pays 73 percent. Generally speaking, if you receive one week of UI benefits, you receive as much or more than you paid into the program for the year. Your employer may withhold from your earnings the employee portion of the UI tax. Wages in excess of the maximum annual taxable wage set for the calendar year are non-taxable. Current and past years' maximum annual taxable wage base and the employee portion of the UI tax rates are posted on the Employment Security Tax website at: labor.alaska.gov/estax/faq/w1.htm.

As with any insurance, you must meet certain qualifications to be eligible for benefits. You must have earned wages in jobs that are covered by the law, file your claim for UI, and register for work with the Alaska Employment Service or your union. You must also be ready, willing and able to accept suitable work. If you quit or are fired from your last job, or if anything is keeping you from accepting full-time work, you may not immediately be eligible for benefits.

To file a **NEW** claim or **REOPEN** an existing Alaska claim for UI benefits on the Internet, go to labor.alaska.gov and click on "File Unemployment Benefits Online."

To file for UI by telephone and for all other UI assistance, contact your local UI claim center. The phone numbers are listed below. If you do not reside in one of the cities below, use the toll free number.

Anchorage:	(907) 269-4700	Juneau/outside Alaska:	(907) 465-5552
Fairbanks:	(907) 451-2871	All other areas in Alaska:	(888) 252-2557

The toll-free telephone number to connect to Alaska Relay is (800) 770-8973 or voice (800) 770-8255.

You may be entitled to a refund of excess employee contributions to the UI Trust Fund if you had two or more employers in a calendar year, your withholdings exceeded the maximum annual employee tax and your overpayment is \$5 or greater. For the year you are claiming a refund, the filing deadline for your application is Dec. 31 of the following calendar year. (If you had more than the legal maximum employee deduction withheld by any one employer, your employer is responsible for refunding this excess deduction to you.)

To obtain an Employee Application for Refund, write the Alaska Department of Labor and Workforce Development, P.O. Box 115509, Juneau, AK 99811-5509 or email Tax at: esd.tax@alaska.gov or download the form at: labor.alaska.gov/estax/forms/toc_forms.htm.



ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

Alaska's Unemployment Insurance Program is 100 percent funded by U.S. Department of Labor through a grant award totaling \$25,815,406. We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Alaska employers are required by law to post this notice.
Form 07-1012 (Rev. 12/24)

MINIMUM WAGE



Summary of Alaska Wage and Hour Act

Effective January 1, 2025, the Alaska minimum wage shall be \$11.91 per hour.
Effective July 1, 2025, the Alaska minimum wage shall be \$13.00 per hour.

Alaska Statute 23.10.050 – 23.10.150 establishes minimum wage, overtime pay, and sick leave standards for employment subject to its provisions. These standards are generally applicable to all employees. School bus drivers, however, shall receive at least two times the Alaska minimum wage. Other exceptions to the minimum wage requirement follow.

Alaska minimum wage, overtime, and sick leave requirements do not apply to the following employees:

- ♦ In agriculture;
- ♦ In the taking of aquatic life; or the hand picking of shrimp;
- ♦ In domestic service (including babysitting) in or about a private home;
- ♦ By U.S., state or local governments (i.e., political subdivisions);
- ♦ Volunteers for a nonprofit organization performing activities related only to the organization's nonprofit activities;
- ♦ In a bona fide executive, administrative or professional capacity, or in certain computer occupations, or as an outside salesman, or as any salesman working on a straight commission basis;
- ♦ Youth under age 18 employed part-time for not more than 30 hours in any week;
- ♦ An individual who is employed by a motor vehicle dealer and whose primary duty is to (a) receive, analyze or reference requests for service, repair or analysis of motor vehicles; (b) arrange financing for the sale of motor vehicles and related products and services that are part of the sale; or (c) solicit, sell, lease or exchange motor vehicles;
- ♦ Volunteer EMS personnel, volunteer firefighters, and volunteer ski patrol personnel;
- ♦ A student participating in a University of Alaska practicum described under AS 14.40.065;
- ♦ A person licensed under AS 08.54 and who is employed by a registered guide or master guide licensed under AS 08.54 for the first 60 workdays so employed during a calendar year;
- ♦ An independent taxicab driver under the provisions of AS 23.10.055(a)(13);
- ♦ Solely as a watchman or caretaker on a premises out of operation for longer than four months;
- ♦ In delivery of newspapers to the consumer;
- ♦ In the search for placer or hard rock minerals;
- ♦ An individual engaged in activities for a nonprofit organization where the employer-employee relationship does not, in fact, exist, and where services rendered to the organization under a work activity requirement of AS 47.27 (Alaska temporary assistance program);
- ♦ By a nonprofit educational or child care facility to serve in place of a parent of children in residence if the employment requires residence at the facility and is compensated on a cash basis exclusive of room and board at an annual rate of not less than \$10,000 for an unmarried person; or \$15,000 for a married couple.

Overtime Hours

The standard workweek shall not exceed 40 hours per week or eight hours per day. Should an employer find it necessary to employ an employee in excess of these standards, overtime hours shall be compensated at the rate of one and one-half times the regular rate of pay.

Compensation at the overtime rate is not required in the following cases:

- ♦ By an employer who employs three or fewer people in the regular course of business;
- ♦ An individual employed in preparing agricultural or horticultural commodities for market, or in making cheese, butter or other dairy products;
- ♦ Agricultural employees;
- ♦ An employee employed as a seaman;
- ♦ Workers engaged in planting or tending trees, cruising, surveying, bucking or felling timber, preparing or transporting logs or other forestry products to the mill, processing plant, railroad or other transportation terminal if the total number of employees in such lumber operations does not exceed 12;
- ♦ An outside buyer of poultry, eggs, cream or milk;
- ♦ Hospital employees who provide medical services;
- ♦ An employee under a flexible work hour plan which is included as part of a collective bargaining agreement;
- ♦ An employee under a voluntary flexible work plan if the employee and employer have signed a written agreement which has been approved by the Department;
- ♦ A community health aide employed by a local or regional health organization;
- ♦ Work performed by certain flat-rate mechanics primarily engaged in servicing automobiles, light trucks, and motor homes, subject to certain and specific provisions (see AS 23.10.060(d)(17));
- ♦ An employee of a small mining operation where not more than 12 people are employed, as long as the individual is not employed in excess of 12 hours per day or 56 hours per week during a period of not more than 14 workweeks in the aggregate in any calendar year during the mining season;
- ♦ An employee employed by a newspaper with a circulation of less than 1000;
- ♦ Casual employees as defined by regulations of the Commissioner of Labor and Workforce Development;
- ♦ A line haul truck driver for a trip exceeding 100 road miles one way if the driver's pay includes overtime pay for work in excess of 40 hours per week or eight hours per day, and if the rate of pay is comparable to the minimum wage;
- ♦ Work performed by an employee under a voluntary written agreement addressing the trading of work shifts among employees, if employed by an air carrier subject to subchapter II of the Railway Labor Act (45 U.S.C.181-188), subject to certain provisions (see AS 23.10.060(d)(18));
- ♦ Work performed by a flight crew member employed by an air carrier subject to 45 U.S.C. 181-188 (subchapter II of the Railway Labor Act);
- ♦ A switchboard operator employed in a public telephone exchange that has fewer than 750 stations;

Sick Leave

Starting July 1, 2025, sick leave is mandated by state law. Employers must provide a sick leave benefit that meets the following requirements:

- ♦ 1 hour of sick leave is earned for every 30 hours worked
- ♦ 56 or 40 hours of sick leave can be accrued and used per year depending on if the employer has 15 or fewer than 15 employees
- ♦ No doctor's note or verification is required for sick leave absences of three or fewer consecutive days
- ♦ Unused sick leave hours carry forward into the next year

No adverse actions can be taken against an employee for using sick leave. Sick leave is not required to be cashed out upon termination of employment. Sick leave does apply to bona fide executive, administrative, or professional employees.

Recordkeeping

An employer shall keep for a period of at least three years all payroll information and records for each employee at the place of employment subject to inspection and copy by that employee.

Make inquiries to: Wage and Hour, 1251 Muldoon Road, Suite 113, Anchorage, AK 99504 Phone: (907) 269-4900 Email: statewide.wagehour@alaska.gov