

DEPARTMENT OF WORKFORCE SERVICES
ISSUANCE NUMBER PY 15-09

Daryl E. Bassett, Director

May 12, 2016

TO: Local Workforce Development Boards/Service Providers

SUBJECT: 2016 Summer Employment Opportunities Program Guidance

1. **Purpose:** To provide general guidance and to reaffirm requirements regarding the administration of the Workforce Innovation and Opportunity Act (WIOA) youth program, especially during the summer months.
2. **General Information:** Arkansas House Bill 1116, approved February 23, 2015 removed hours of employment restrictions for individuals 17 years of age. These individuals may be considered for employment opportunities that have previously been unavailable.

To view the Bill, use the following link: (if password box displays, "x" out)

<http://www.arkleg.state.ar.us/assembly/2015/2015R/Acts/Act162.pdf>

Poster – does not specify work hours for youth 17 years of age – use the following link:

<http://www.labor.ar.gov/resources/Documents/1POSTER2015.pdf>

Work experiences are one of the program elements that local areas must make available to youth participants. Paid and unpaid work experiences must include academic and occupational education components. WIOA combines the two WIA elements of summer youth employment programs and work experience so that summer employment opportunities become one item in a list of work experiences which includes pre-apprenticeship programs, internships and job shadowing, and on-the-job training.

Work experiences are designed to enable youth to gain exposure to the working world and its requirements. Work experiences should help youth acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. Work experiences are a planned, structured learning experience that takes place in a workplace for a limited period of time. A work experience may take place in the private for-profit sector, the non-profit sector, or the public sector. Labor standards apply in any work

experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Work experiences provide the youth with opportunities for career exploration and skill development.

WIOA includes a major focus on providing youth with work experience opportunities. Work experience is prioritized with the requirement that local areas must spend a minimum of twenty percent of the funds allocated to the local area to provide youth participants, both in-school youth (ISY) and out-of-school youth (OSY), with paid and unpaid work experiences. In order to ensure that local WIOA youth programs meet this requirement, the United States Department of Labor (USDOL) proposes that local WIOA youth programs track program funds spent on paid and unpaid work experiences and report such expenditures as part of the local WIOA youth financial reporting. Program expenditures from the work experience program element include wages as well as staffing costs for the development and management of work experiences. Local area administrative costs are not subject to the twenty percent minimum work experience expenditure requirement. The work experience expenditure rate is calculated on local area funds after subtracting out funds spent on administrative costs and is calculated based on the remaining total local area youth funds rather than calculated separately for ISY and OSY.

WIOA does not require local areas to offer summer youth employment opportunities because summer employment is no longer its own program element. However, local areas are required to offer work experience opportunities which may include summer employment.

Providers administering the work experience program element must be selected by the Local Board by awarding a grant or contract on a competitive basis. However, employers who are providing employment opportunities are not required to be selected through a competitive process.

[20 CFR: 681.460; 681.590; 681.600; 681.610; 681.620; 681.630; preamble pages 20731; 20735; 20737. WIOA: 129(c)(2)(C); 129(c)(4)]

Please be reminded of the requirements of the Arkansas and Federal Child Labor Laws and how they relate to the WIOA. Below are links to the Arkansas Child Labor Laws and Administrative Regulations (October 2005), and the USDOL Child Labor Bulletin 101 (Revised February 2013).

http://www.labor.ar.gov/divisions/documents/child_labor_laws_and_regs.pdf
<http://www.dol.gov/whd/regs/compliance/childlabor101.pdf>

The emphasis of summer programs should be to provide meaningful work experience. The USDOL strongly recommends that all participants, including 14 and 15 year olds, spend considerable time on an actual job.

Tom Perez, U.S. Secretary of Labor, stated the following during a 2015 press conference about summer jobs:

Summer jobs tell young people that they have worth and can add value. These jobs restore hope and build self-confidence. They allow young people to imagine a brighter future. Even something as basic as attention from a mentor pays huge dividends. This is a long-term investment with a big return. This isn't just about kids having a little spending money today. Young people who experience summer jobs have higher graduation rates, better future job prospects, and higher lifetime earnings.

This is critically important: summer jobs don't just teach so-called hard skills; they help young people develop the essential life skills that are essential to success in any workplace. I'm talking about things like leadership, punctuality, teamwork and problem-solving. Some people call those "soft skills", but I don't think there's anything soft about showing up on time, with the right attitude, ready to work."

"Remember Your First Summer Job", February 25, 2015, Tom Perez stated: I worked as a paper boy, worked at Sears, picked up golf balls on a driving range, and worked on the back of a trash truck. I learned customer service, punctuality, leadership and teamwork.

Too many kids, especially if they come from struggling families and impoverished communities, never get this invaluable experience and fall even further behind. Limited access to summer jobs widens opportunity gaps, often leading to lagging achievement and lower earnings. It often means higher levels of crime, drug abuse and risky behavior.

When you offer a young person one of their first jobs, what you're saying is: I believe in you. You have something to contribute. You instill confidence and hope. You give them a sense of empowerment and dignity. In return, they will work hard to prove themselves worthy of your trust. When you give them a chance, you make a powerful investment in the future of your community.

During the operation of the WIOA youth summer employment activities, the Department of Workforce Services (DWS), as well as the Arkansas Department of Labor (ADOL), receive telephone calls from participants asking questions and expressing concerns about child labor laws and requirements relative to work hours, working conditions and work requirements, etc. In addition, ADOL receives a number of requests for Child Labor Work Permits days or weeks after some youth have started working. To avoid special reviews and investigations of complaints and questions regarding youth program operations, and specifically requesting work permits in a timely manner, we offer the following guidance.

All Local Workforce Development Boards (LWDBs) should ensure that worksites introduce and/or reinforce the rigors, demands, rewards and sanctions associated with holding a job. LWDBs are reminded that working with local business leaders utilizing the Work Opportunity Tax Credit (WOTC) program (a federal income tax incentive which encourages private business participation) might be helpful in planning for youth work activities.

Summer Employment Opportunities is only one component of the youth program elements. Youth should be encouraged to participate in the program year-round, and be provided appropriate services if they remain active in the program.

Issuance of Child Labor Permits: Minors placed in employment by sub-grantees remain the employees of the sub-grantee, due to the nature of the operation of such organizations. Therefore, ADOL will not issue child labor permits until complete arrangements have been made for the child to be placed with a particular employer through the local area.

Prior to the date employment begins; the LWDB must submit a child labor application to the ADOL. The application must include the name, address, and type of business of the job site where the child is placed. ADOL must have this information in order to properly discharge its statutory obligations to insure the safety of children under the age of sixteen in the workplace. The youth must not begin employment until the employer has received a copy of the employment certificate. The job site employer must maintain the certificate on record as long as the child is employed and for a period of three years after the employment terminates. A copy must also be maintained in the WIOA participant folder.

All requests for work permits should be sent to the address below. The phone number is (501) 682-4500.

Arkansas Department of Labor
10421 West Markham
Little Rock, AR 72205-2190

Please be reminded of the following:

- a. **Exit:** Participants should not be exited after WIOA summer activities unless they are not expected to return to the program for further employment, training and/or services. *[DWS exit policy Issuance PY 08-05]*
- b. **Elected Officials:** The WIOA does not specifically refer to the Hatch Act, as well as a number of other federal, state or local laws and requirements. However, WIOA 194(6) provides guidance that WIOA funds must not be spent on political activities. Also, the WIOA Regulations at 20 CFR 683.250 provide a list of activities that are prohibited under Title I of WIOA; reference specifically 683.250(a)(3). Please be aware of the requirements of participants who are employed or out-stationed in the offices of elected officials. The Hatch Act, 5 USC Sec. 1501-1508, Political Activity of Certain State and Local Employees, is available at: <http://uscode.house.gov>

Each LWDB must monitor work activities and maintain, in the participant's file, a record of the following:

1. A complete participant job description, including job title.
2. A list of the job duties to show that they are not involved in political or campaign work. Do not use catchall phrases such as 'other duties as required' or 'assigned or appropriate duties' in the job description.

3. Assurance that the participant will not be involved in any political activity.
 4. Pertinent information about the worksite, i.e., name and type of business, location, supervisor's name, and contact information.
- c. **Time Sheets:** Arkansas Child Labor Law Regulations, Section 2.600, require that employers of individuals under age eighteen maintain records that contain the hours worked each workday, including starting and ending time, and total hours worked each workweek. Time sheets are a method for collecting this information. NOTE: *Time sheets must not be completed or signed in advance of time worked.* A verification process should be initiated to check timesheets for accuracy. Timesheets must include a pay period to indicate the time period that the work was performed, signatures must be dated, and all time worked and time off work must be indicated.
- d. **Seat Belts:** State law requires the use of seat belts. Supervisors should be aware that seat belts must be worn when participants ride in the passenger compartments of moving vehicles.
- e. **Health and Safety:** Arkansas Child Labor Law Regulations, Section 2.300, require that youth not be permitted to work under conditions that are hazardous or dangerous to their health or safety. It prohibits sub-recipients from assigning participants to work for employers who do not comply with applicable labor laws, including wage and hour, occupational health and safety, and child labor laws/regulations. Youth may not ride in the back of a truck with goods that are being transported, since this is considered hazardous or dangerous to their health. If goods and youth are transported in the same truck, the youth must be inside of the cab. Although, according to the USDOL Wage and Hour Unit, the transportation of youth in the back of a pickup truck is not a violation of child labor laws in itself, we discourage the transportation of youth in this manner due to the potential for injury in the event of mishaps. Other conditions that are considered hazardous or dangerous include situations where participants are mowing; spraying poisonous acids, gasses or other chemicals; weed eating without eye protection; the use of riding or power push mowers with defective safety switches; and transportation of participants in the rear of vans not equipped with seat belts.
- f. **Sling/Grass Blades:** Youth under age 16 are prohibited from using sling blades, grass blades, etc.
- g. **Loading Goods:** Arkansas Child Labor Law Regulations, Section 2.300 (b), require that youth under age 16 be prohibited from loading goods to and from motor vehicles or anything that is attached to a motor vehicle such as a trailer.
- h. **Use of Chemicals:** The Arkansas Child Labor Laws, Section 11-6-106, prohibit individuals under age 16 from using poisonous acids, gasses or other chemicals. This includes using these substances to spray weeds.

- i. **Painting (14- and 15-year-old youth):** Painting and/or any type of work at a construction site is not allowed. However, re-painting of a previously painted area at a non-construction site is acceptable when the following is observed:
 - 1. Only water based or water clean-up paint or primer is used. There can be no use of oil-based paint or oil-based primers requiring turpentine or other solvents for clean-up (see section on “Use of Chemicals” in this issuance).
 - 2. Ladders or any type of scaffolding cannot be used (see section on “Ladders and Scaffolding” in this issuance).
 - 3. Painting is done in a well-ventilated area.
 - 4. There is no operation of any type of paint sprayer.
 - 5. Painting is done in accordance with the guidelines and safety directions established on the label by the paint manufacturer.
- j. **Outside Helper:** The Arkansas Child Labor Law Regulations, Section 2.300, prohibit the occupation of outside helper, defined as any individual, other than a driver, whose work includes riding on a motor vehicle outside the cab for the purpose of assisting in transporting or delivering goods.
- k. **Ladders and Scaffolding:** Arkansas Child Labor Regulations, Section 2.301(b) (4), prohibits individuals under the age of 16 from using ladders, scaffolds, or their substitutes.
- l. **Special Situations:** Special effort should be made to ensure that participants working at law enforcement facilities are not placed in a position that violates Section 2.300 (b)(6) of the Arkansas Child Labor Regulations regarding explosives.
- m. **Job Descriptions:** A copy of the participant’s job description should be placed in the participant's file. The original should be at the worksite for easy reference by both the participant and supervisor. Job descriptions for participants involved in work experience are important since they contain a list of parameters for the worksite supervisor to follow. If written clearly, they can prevent inadvertent safety and child labor law violations. For example, state the job title such as “secretary,” then list the duties that the participant will be expected to perform. Job descriptions must not contain such general catchall phrases as: ‘other duties as required’, ‘other duties as assigned’, or ‘duties determined by the supervisor’.
- n. **Available Services:** All youth should be provided information on the full array of applicable or appropriate services that are available through the local board or other eligible providers or one-stop partners, including those receiving funds under this subtitle; and referral to appropriate training and educational programs that have the capacity to provide youth services either on a sequential or concurrent basis. As an

example of the need for service awareness, a participant may have child care issues which result in poor attendance. If the participant is aware of the availability of child care assistance, either through WIOA or partner services, then the attendance problem may not occur.

- o. Supportive Services is one of the program elements local areas must make available to eligible youth. Supportive Services may include transportation, child care, dependent care, housing, and other services that are necessary to enable an individual who is unable to obtain the services from other programs to participate in activities authorized under WIOA. [20 CFR 681.570]

- p. ***Difference between Summer Employment Opportunities and Work Experience:*** “Summer Employment Opportunities” and “Work Experience” are similar because there is a common work experience component. The difference is that “Summer Employment Opportunities” is provided during the summer season.

When youth receive “Summer Employment Opportunities”, select “Summer Employment Opportunities” on the Service and Training Plan (S&T) in Arkansas JobLink (AJL). Do not open a separate Work Experience service, and do not open a service that represents the academic component. On the Summer Employment Opportunities service screen, use the notes text box to write a brief description of the academic learning that is provided to the participant. Case notes should be used to describe the history of both the employment and academic/occupational learning components.

A note of explanation: When the Summer Employment Opportunities service is reported in the Workforce Investment Act Standardized Record Data (WIASRD), then DWS is reporting to the USDOL that the youth is receiving both the occupational and academic components. If the Summer Employment Opportunities service is entered on the S&T, and an academic service, such as tutoring, is also entered on the S&T for the summer period, then DWS will be reporting the academic portion two times in the WIASRD. It would be reported one time because it is included in the summer service, and reported a second time for the tutoring service.

In both cases enter all provider information pertaining to the work experience, including employer name (i.e., participant job site), address, O*Net code, and dates. The “Actual Start Date” of Summer Employment Opportunities represents the actual day the work experience or academic component began (whichever was first).

3. **Action Required:** LWDBs are required to monitor 100% of the summer program worksites, preferably monitoring heavily on the front end to detect and correct problems early. It is no longer required that all participant files be reviewed during this time; however summer files must be reviewed by LWDBs during regular quarterly monitoring. LWDBs are also required to provide the State with a report of monitoring activities no later than October 28th. The report should be sent to Stephanie Blair at (stephanie.blair@arkansas.gov)

4. The State will conduct summer monitoring visits. Each LWDB scheduled for monitoring will be contacted via e-mail or telephone to request worksite information prior to a visit.
5. **Attachments**: Arkansas Act 162
Employer and Employee Notice
6. **Inquiries**: Contact Stephanie Blair, Program Operations Manager for WIOA Monitoring
Phone number: 501-682-3136 and Email: Stephanie.Blair@Arkansas.gov
7. **Expiration Date**: Continuing.

Stricken language would be deleted from and underlined language would be added to present law.
Act 162 of the Regular Session

1 State of Arkansas As Engrossed: H1/26/15 H2/4/15

2 90th General Assembly

A Bill

3 Regular Session, 2015

HOUSE BILL 1116

4

5 By: Representatives Lowery, Dotson, Hickerson, Petty, Richmond, Rushing, Vaught, Eaves

6

7

For An Act To Be Entitled

8

AN ACT TO REVISE THE HOURS OF EMPLOYMENT ALLOWED FOR

9

CHILDREN UNDER SEVENTEEN (17) YEARS OF AGE; TO

10

DECLARE AN EMERGENCY; AND FOR OTHER PURPOSES.

11

12

13

Subtitle

14

TO REVISE THE HOURS OF EMPLOYMENT ALLOWED

15

FOR CHILDREN UNDER SEVENTEEN (17) YEARS

16

OF AGE AND TO DECLARE AN EMERGENCY.

17

18

19

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

20

21

SECTION 1. Arkansas Code § 11-6-110 is amended to read as follows:

22

11-6-110. Children under age ~~18~~ 17 years – Hours of employment.

23

~~No boy or girl~~ A child under ~~the age of eighteen (18) years~~ seventeen

24

(17) years of age shall not be employed, or permitted, ~~or suffered~~ to work in

25

any occupation:

26

(1) More than six (6) days in any week;

27

(2) More than fifty-four (54) hours in any week;

28

(3) More than ten (10) consecutive hours in any one (1) day;

29

(4) More than ten (10) hours in a twenty-four-hour period; or

30

(5) Before 6:00 a.m. or after 11:00 p.m., except that the

31

limitations of 6:00 a.m. and 11:00 p.m. shall not apply to children under ~~the~~

32

~~age of eighteen (18) years~~ seventeen (17) years of age employed on nights

33

preceding nonschool days in occupations determined by rule of the Department

34

of Labor to be sufficiently safe for their employment.

35

36

SECTION 2. EMERGENCY CLAUSE. It is found and determined by the



01-20-2015 16:07:53 ANS040

ARKANSAS DEPARTMENT OF LABOR

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:

- \$7.50 an hour effective January 1, 2015 with an allowance for gratuities not to exceed \$4.87 per hour.
- \$8.00 an hour effective January 1, 2016 with an allowance for gratuities not to exceed \$5.37 per hour.
- \$8.50 an hour effective January 1, 2017 with an allowance for gratuities not to exceed \$5.87 per hour.

COVERAGE

The Arkansas Minimum Wage applies to an employer of four (4) or more persons. All employees of the above employers are covered except:

- *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. 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 any other employee subject to a gratuity allowance.

HANDICAPPED WORKERS

The Director has established procedures for employment of these workers. For further information contact the Department of Labor.

STUDENT-LEARNERS

A "Student-Learner" is a person who is receiving regular instructions 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.

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 employers 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

Powers of the Director of Labor:
The Director or his 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.
- (c) enforce all regulations issued thereunder.

DEDUCTIONS FROM THE MINIMUM WAGE

No deduction from the applicable minimum wage may be made except those authorized or required by law

or by regulations 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 employers 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, salary or wage rate less 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.

PENALTIES

Any employer who willfully hinders or delays the Director or his authorized representative in the performance of his duties in the enforcement of these statutes or otherwise willfully violates any provision of these statutes or of any regulation issued under it shall be deemed in violation of the Minimum Wage Law and shall be subject to a civil penalty of not less than fifty dollars (\$50.00) and not more than one thousand dollars (\$1,000.00) for each violation. For the purpose of this subsection, each such violation shall constitute a separate offense. Any employer who willfully discharges or in any other manner willfully discriminates against any employee because such employee has made any complaint to his employer, to the Director of Labor, or his authorized representative that he has not been paid minimum wages in accordance with the provisions of these statutes, or because such employee has caused to be instituted or is about to cause to be instituted any proceeding under or related to these statutes, or because such employee has testified or is about to testify in any such proceeding shall be deemed in violation of the Minimum Wage Law and shall be subject to a civil penalty of not less than fifty dollars (\$50.00) and not more than one thousand dollars (\$1,000.00) for each violation. For the purpose of this section, each day the violation continues shall constitute a separate offense. In addition to the civil penalty, the Director of Labor is authorized to petition any court of competent jurisdiction to enjoin or restrain any person, firm, corporation, partnership, or association who violates the provision of these statutes or any regulation.

EMPLOYEES REMEDIES

The Director of Labor may enforce Arkansas minimum wage law by instituting legal action to recover any wages due. An employee may bring an action for equitable and monetary relief against an employer, including the State of Arkansas or a political subdivision of the state, if the employer pays the employee less than the minimum wages, including overtime wages, to which the employee is entitled. The employee shall not be required to exhaust administrative remedies before bringing an action. An employee may recover the full amount of wages due plus costs and a reasonable attorney's fee. The

employee may also be awarded an additional amount up to but not greater than the amount of wages found to be due, to be paid as liquidated damages.

CHILD LABOR

State law regulates the employment of minors under the age of 17 and, generally, requires children under the age of 16 to have employment certificates. Employment certificates for children ages 14 and 15 are not required for seasonal agricultural laborers, newspaper carriers, or batboys of professional baseball clubs, or sports referees.

Special provisions govern the employment of children in the entertainment industry, otherwise, children who are 14 and 15 years of age may not work:

- *More than 8 hours a day.
- *More than 6 days a week.
- *More than 48 hours a week.
- *Before 8:00 a.m. nor after 7:00 p.m. except on nights preceding non-school days, such children may work until 9:00 p.m.

Children under 14 may not be employed except in the entertainment industry, as newspaper carriers, bat boys or bat girls of professional baseball clubs, sports referees, to hand harvest short season crops, or by their parents or guardians during school vacation.

Children who are 16 years of age may not

work:
*More than 10 consecutive hours in any one day; no more than ten (10) hours in a twenty-four hour period.

- *More than 6 days a week.
- *More than 54 hours a week.

*Before 6:00 a.m. nor after 11:00 p.m. except that the limitations of 6:00 a.m. and 11:00 p.m. shall not apply to children 16 years of age employed on nights preceding non-school days in occupations determined by rule of the Arkansas Department of Labor to be sufficiently safe for their employment. No 16-year old shall be subject to the provisions of this Act if:

- (a) such boy or girl is a graduate of any high school, vocational school or technical school;
- (b) such boy or girl is married or is a parent.

Act 647 of 1987 allows for the employment of children in the entertainment industry provided the child is issued an Entertainment Work Permit by the Director of Labor. Child labor violations result in a civil money penalty of not less than \$50.00 and not more than \$1,000.00 for each violation.

IF YOU HAVE QUESTIONS CONCERNING THE ARKANSAS MINIMUM WAGE LAW, TELEPHONE 682-4505.

WAGE COLLECTION ACT

The Wage Collection Act provides assistance to any employee in the collection of wages due him or her for work performed. Work performed shall include all or any work or service performed by any person employed for any period of time where the wages or salary or remunerations for such work or services are to be paid at stated intervals or at the termination of such employment, or for physical work actually performed by an independent contractor, provided that the amount in controversy does not exceed the sum of two thousand dollars (\$2,000.00). Employees who need help in collecting wages due them should contact the Arkansas Labor Department. Telephone 682-4510.

THIS POSTER CONTAINS

ONLY A SUMMARY

Copies of the complete laws and regulations are available from the Department of Labor.

ARKANSAS DEPARTMENT OF LABOR
10421 WEST MARKHAM STREET
LITTLE ROCK, ARKANSAS 72205
PHONE (501) 682-4500
FAX (501) 682-4506
TDD (800) 285-1131