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Virginia Beach, VA 23455
Phone (757) 460-6308
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ALABAMA EMPLOYEES

MANCON Employees,

Included in this packet is the following information:

1. Child Labor Law Poster (English and Spanish)
2. Unemployment Compensation Notice
3. Unemployment Compensation Fraud
4. Workers Compensation Notice
5. Workers Compensation Fraud
6. Youth Rules

If you have any questions, please contact your supervisor.

Thanks,
Human Resources

Alabama Child Labor Law

All employers in Alabama are required to keep on file a work permit for each employee under 18 years of age.

Hour Restrictions for Minors Under 19 Years of Age

16-, 17-, and 18-year-olds:

Minors 16-, 17-, and 18-years-old who are enrolled in public or private school may not work before 5 a.m. or after 10 p.m. on any night preceding a school day.

Exception:

Those students who have been granted exemptions by their superintendent of education or school headmaster may work past 10 p.m.

Work Permits:

Work permits are issued by all county and city boards of education, most high schools and many private or church schools.

**Under
18**

14- and 15-year-olds:

During the months **when public schools are in session**, 14- and 15-year-olds may work:

- No more than three hours on a school day;
- No more than eight hours on a weekend day;
- No more than 18 hours a week;
- Not before 7 a.m. or after 7 p.m.;
- Not during school hours.

During the summer months **when public schools are not in session**, 14- and 15-year-olds may work:

- No more than eight hours a day;
- No more than six days a week;
- No more than 40 hours a week;
- Not before 7 a.m. or after 9 p.m.

Inspections by the Department of Labor

The Department of Labor has the right of free access to any establishment in which minors may be employed. Anyone who hinders an inspection or makes a false statement to an officer of the Department is guilty of a misde-meanor, The Department has the authority to remove from a job any minor found working in violation of the Alabama Child Labor Law.

**DEPARTMENT OF LABOR
CHILD LABOR OFFICE
100 NORTH UNION STREET
MONTGOMERY, ALABAMA 36130
PUBLISHED 2003**

Alcoholic Beverages

Employees must be:

- At least 21 years of age to serve alcoholic beverages for consumption on the premises;
- At least 18 years of age to work in that part of an establishment where alcohol is served for consumption on the premises.

Exception:

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

For Additional Information:

Contact
Alabama Child Labor Office
Montgomery - 334-242-3460
Fax - 334-240-3417

**Wolfgang Trammell
334-242-3460**

www.alalabor.state.al.us

La Ley del Trabajo de Menores de Edad del Estado de Alabama

Todos los patrones del estado de Alabama, son requeridos a mantener un registro del permiso de trabajo de cada uno de los trabajadores (as) menores de 18 años.

Jornadas de Trabajo para Menores de 19 Años de Edad

De 16, 17 y 18 Años de

Los menores de 16, 17 y 18 años de edad que estudian en escuelas públicas o privadas no pueden trabajar antes de las 5 a.m. o después de las 10 p.m. en las noches que preceden a los días escolares.

Excepción:

Los estudiantes que tienen permiso de excepción otorgado por el superintendente de educación o el director de la escuela; que indique que puede trabajar después de las 10 p.m.

Permiso de trabajo:

Los permisos pueden ser otorgados por los Consejos de Educación de los condados y ciudades, las escuelas secundarias y las escuelas privadas o religiosas.

De 14 y 15 Años de Edad:

Durante los meses de actividad escolar de las escuelas públicas, los estudiantes de 14 y 15 años pueden trabajar:

- No más de 3 horas por día escolar;
- No más de 8 horas en un día de fin de semana;
- No más de 18 horas por semana;
- No antes de las 7 a.m. o después de las 7 p.m.
- No durante las horas de escuela.

Los estudiantes de 14 y 15 años pueden trabajar durante el receso de las escuelas públicas de acuerdo con lo siguiente:

- No más de 8 horas por día.
- No más de 6 días por semana.
- No más de 40 horas por semana.
- No antes de las 7 a.m. o después de las 9 p.m.

Inspección del trabajo

El Departamento del trabajo tiene el derecho de acceso a los establecimientos en que puede haber empleados menores. Cualquier persona que impida la inspección o de declaraciones falsas a un oficial del Departamento, es culpable de delito menor grave. El Departamento tiene la autoridad y poder para remover del trabajo, a cualquier menor encontrado trabajando en violación de la Ley de Trabajo de Menores del Estado de Alabama.

Department of Labor
Departamento del Trabajo
Child Labor Office
Oficina del Trabajo de Menores
100 North Union Street
Montgomery, Alabama 36130

www.alalabor.state.al.us

Bebidas Alcohólicas

Los trabajadores deben de tener cuando menos:

- 19 años de edad para poder servir bebidas alcohólicas para consumo dentro del establecimiento.
- Cuando menos 18 años de edad para poder trabajar en un establecimiento en donde se vende y se consume alcohol.

Excepción:

Los menores de 16 años o más pueden ser empleados en tales establecimientos como: mozos, conserjes, lavadores de trastes, cocineros, recepcionista o acomodadores.

Para información adicional:
Llame o escriba a:
Alabama Child labor Office
Oficina del Trabajo de Menores
Montgomery: 334-242-3460
Fax: 334- 240-3417

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.
- 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 Department of Industrial Relations, Industrial Relations Building, Montgomery, Alabama 36131, or log on to our website @ www.dir.state.al.us.

**DEPARTMENT OF INDUSTRIAL
RELATIONS**

UNEMPLOYMENT COMPENSATION FRAUD IS A CRIME

- Making false statements to obtain unemployment compensation.
- Attempting to draw benefits while working.
- Continuing to file a claim after returning to work.
- Being paid “under the table” while collecting unemployment compensation.
- Failure to disclose a material fact to obtain unemployment compensation.



FRAUD IS

STEALING!

FRAUD PENALTIES ARE SEVERE

- Fines up to \$500 *AND*
- 12 months in jail for each false claim
- Each week is a separate claim, therefore a separate offense, and subject to individual punishment.

The Alabama Department of Industrial Relations is working with the Alabama Attorney General and local District Attorney's Offices to find and prosecute Unemployment Compensation Fraud.



**Report Unemployment Compensation Fraud
Call**

800-392-8019

Penalties noted above subject to Section 25-4-145 Code of Alabama (1975)



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: Liberty Mutual

TELEPHONE NUMBER: MANCON MAYPORT 888-854-2867

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

FOR INFORMATION CALL:

1-800-528-5166

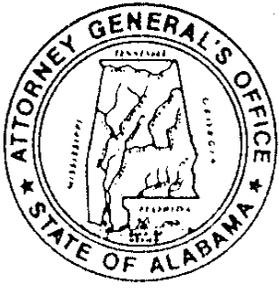
**Department of Industrial Relations
Workers' Compensation Division
649 Monroe Street
Montgomery, AL 36131**

**CODE OF ALABAMA, 1975, § 25-5-290(d), REQUIRES THAT THIS NOTICE BE POSTED
IN ONE OR MORE CONSPICUOUS PLACES IN YOUR BUSINESS.**

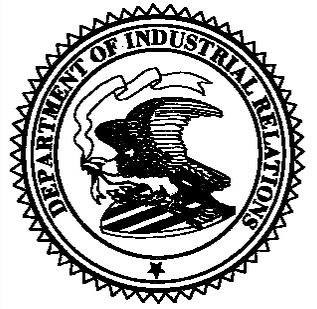
FORM WCC#1 9/96

WORKERS' COMPENSATION FRAUD

It could be a ticket to jail!



The Alabama
Attorney
General's
Office and the
Alabama
Department of
Industrial
Relations



are working
together to
find and
prosecute
Workers'
Compensation
Fraud.

Workers' Compensation Fraud is STEALING!

W A N T E D

INFORMATION LEADING TO THE DISCOVERY AND OR CONVICTION OF WORKERS' COMPENSATION FRAUD.

Making a false statement to obtain workers' compensation benefits (Ala. Criminal Code, Section 13A-11-124) is a Class C Felony under Alabama law. Class C Felonies are punishable by imprisonment for as much as 10 years and monetary fines of up to \$15,000.

FIVE TYPES OF WORKERS' COMPENSATION FRAUD

Agent ~ Employer ~ Employee ~ Medical ~ Legal

WORKERS' COMPENSATION FRAUD CAN BE:

- * Reporting an off the job accident as an on the job accident.
- * Reporting an accident that never happened.
- * Complaints of accident injury symptoms that are exaggerated or non-existent.
- * Malingering - to avoid work when injury is healed.
- * Not reporting outside income from other work-related activities while drawing workers' compensation benefits from another employer.
- * Making false or fraudulent statements for the purpose of obtaining workers' compensation benefits.

**TO REPORT WORKERS' COMPENSATION FRAUD
CALL**

1-800-923-2533 or 334-242-7345



FEDERAL AND ALABAMA CHILD LABOR LAWS

The stricter law (*shown in italics*) always applies.

WHAT JOBS CAN I DO?

When you are 13 or younger: You can baby-sit, deliver newspapers, or work as an actor or performer. *Alabama law requires you to be 12 years old or older to deliver newspapers.*

When you are 14 or 15: You can work in an office, grocery store, retail store, restaurant, movie theater, or amusement park.

When you are 16 or 17: You can work in any job that is not hazardous. Prohibited jobs include work in mining, logging, meatpacking, roofing, excavation or demolition. You cannot *drive a car* or forklift. Also, you cannot work with explosives, radioactive materials, or most power-driven machines.

WHEN CAN I WORK?

When you are 12 or 13: You can work delivering newspapers after 5:00 a.m. and until 7:00 p.m.

When you are 14 or 15: You can work outside of school hours, after 7:00 a.m. and until 7:00 p.m. during the school year. You can work until 9:00 p.m. during the summer months (June 1 till Labor Day) when school is not in session. You can work up to 3 hours on a school day, up to 18 hours during a school week, up to 8 hours on a non-school day, and up to 40 hours in a non-school week.

When you are 16 or older: Federal law allows you to work any hours. *Alabama law restricts 16, 17, and 18 year-old youth who are enrolled in high school from working past 10:00 p.m. on any night preceding a school day.*

Employers are required to maintain date of birth for all employees under age 19. *Alabama law requires work permits for any employee under 18 years of age. Work permits are issued at all county and city boards of education and at most high schools.*

WHERE CAN I GET ADDITIONAL INFORMATION?

Federal Information:
USDOL, Wage & Hour
1 866 487-9243 (1 866 4US-WAGE)
www.youthrules.dol.gov

Alabama Information:
Alabama Dept. of Labor
334 242-3460
www.alalabor.state.al.us