



ATTENTION ARIZONA EMPLOYERS

Our goal as your **RELIABLE** labor law poster company is to ensure that you are always in compliance! We would like to make you aware that there may be **other requirements** that your company is subject to in addition to posting your labor law posters in a conspicuous location.

- Employers shall give written notice at the time of hire or by July 1, 2017, whichever is later, of employees' right to **Earned Paid Sick Time (EPST)**. The notice should state the amount of EPST employees are entitled to and the terms of its use, and that they may not be retaliated against for requesting EPST or filing a complaint for being denied EPST. For further information about the written notification requirement, go to <https://www.azica.gov/divisions/labor-department> or call (602) 542-4515.
- Ask your workers' compensation insurance carrier if you should:**
 - Fill in the requested information about your company and its insurance coverage on the "**Notice to Employees Re: Arizona Workers' Compensation Law**" notice on the enclosed Arizona poster, **OR**
 - Obtain and post the workers' compensation poster your insurance carrier provides that includes your specific company information on it.
- Post No Smoking signs as required by the Smoke-Free Arizona Act.** In addition to posting the notice included on your Arizona state poster, you must post signs in specific locations in your business. You can download a No Smoking sign for the State of Arizona on our Free Specialty Labor Law posters page at the following address: <https://www.postercompliance.com/labor-law-posters/free-specialty-labor-law-posters/>
- If **applicants for employment** are normally seen in an area **other than where you post your federal labor law poster**, you need to post four federal notices in this area where applicants can easily see them. Poster Compliance Center publishes a Federal Applicant Edition poster that includes all four of these notices. Call Customer Service at (800) 322-3636 if you would like to order this poster.
- If your state has an **E-Verify law** (used to determine if workers are eligible for employment), covered employers must register for E-Verify through the U.S. Department of Homeland Security (DHS) and must post required participation posters.
 - Only employers who have registered should post the required posters which can be downloaded free during registration.
 - DHS prohibits commercial sale of these posters by third parties.

For these reasons E-Verify posters are not included on our state posters. For further information or to register for E-Verify, go to the DHS E-Verify home page at <https://www.e-verify.gov/> or call 888-464-4218.

- Poster Compliance Center publishes labor law posters that include all general required notices for employers. Depending on a company's industry, type of commerce, sector, location, or workforce, **additional specialized notices may be required** by federal, state, or local governments or agencies. Examples could include notices for a municipality, notices for federal contractors, notices that must be posted for the public or job applicants (in addition to those posted for employees)*, a labor law notice required in another language for employees who do not speak English, public sector notices, signage that must be posted at a specific location in your business such as the entrance, or a notice that can only be obtained through an insurance company.

***NOTE:** According to the Arizona Discrimination notice on your Arizona state poster, "This notice must be posted in a conspicuous well lighted place frequented by employees, job seekers, applicants for union membership, or patrons." If you do not post your state poster in an area that satisfies this requirement, you need to post an additional Discrimination notice(s) in the appropriate place(s). You can order another Arizona state poster from us, or you can download a PDF of the Discrimination notice from our Free Specialty Labor Law Posters page: <https://www.postercompliance.com/labor-law-posters/free-specialty-labor-law-posters/>

DISCLAIMER: This product is not intended to provide legal or financial advice or substitute for the advice of an attorney or advisor.