



Attention Flagstaff Employers

We would like to make you aware that there are **other requirements** your company is subject to in addition to posting your City of Flagstaff poster in a conspicuous location.

- All employers must also provide each employee, at the time of hire, or by January 1, 2020, whichever is later, the **Employer Signature Form**, which includes the employee's right to earn minimum wage, the current minimum wage rate, the employee's right to be free from retaliation, the employee's right to file a complaint or a civil lawsuit for violations of the minimum wage law, the employee's right to assist others and tell them about their rights under the law, and the contact information for the Office of Labor Standards Division, where questions can be answered.

For further information about the **Employer Signature Form** requirement, go to <http://www.flagstaff.az.gov/3590/Employee-Minimum-Wage-Info> or call 928-213-2071.

- All employers are also required by law to post state and federal labor law posters, and Poster Compliance Center publishes state and federal posters in multiple formats. If you need these posters, please go to www.postercompliance.com/labor-law-posters/arizona/ to order, or call us at 800-322-3636.

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 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.