



# Equal Employment Opportunity is the Law

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations with six or more persons are protected under State and Federal law from discrimination on the following bases:

Race | Color | Sex | Disability | Ancestry | Religion | National Origin | Veteran Status

## This includes:

**Discriminatory hiring, firing, training, discipline, compensation, promotion and other terms or conditions of employment**

**Denial of equal benefits or privileges**

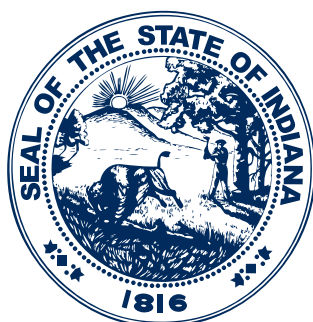
**Denying a reasonable accommodation to a qualified individual with a disability or an employee with deeply held religious beliefs**

**Conducting medical examinations (except in limited circumstances)**

**Harassing employees because of their membership in a protected class**

**Retaliating against a person for filing a complaint, testifying at a hearing or assisting in an investigation**

**Failing to hire an applicant based on their status as a veteran**



## Contact Us

Indiana Civil Rights Commission  
100 North Senate Avenue, Room N103  
Indianapolis, IN 46204

Office: (317)232-2600 | Toll Free: (800) 628-2909  
Hearing Impaired: (800) 743-3333 | Fax: (317) 232-6580  
E-mail: [icrc@crc.in.gov](mailto:icrc@crc.in.gov) | Website: [www.in.gov/icrc](http://www.in.gov/icrc)





# La igualdad de oportunidades laborales es Ley

Los candidatos a puestos de trabajo y empleados de la mayoría de los empleadores privados, gobiernos estatales y locales, instituciones educativas, agencias de empleo y organizaciones laborales con una dotación de seis o más personas cuentan con protección legal, a nivel estatal y federal, contra la discriminación por los siguientes motivos:

Raza | Color | Sexo | Discapacidad | Linaje  
Religión | Nacionalidad | Condición de Veterano

## Esto incluye:

**Prácticas discriminatorias de contratación, despido, capacitación, disciplina, remuneración, promoción y otros términos o condiciones de empleo.**

**Negación de otorgar los mismos beneficios o privilegios**

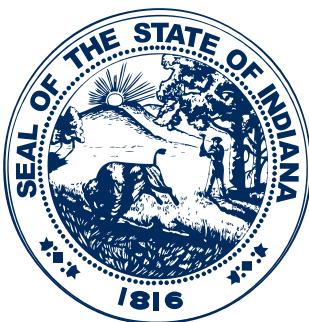
**Negación de satisfacer condiciones edilicias especiales razonables para una persona calificada con una discapacidad o a un empleado con profundas creencias religiosas.**

**Realización de exámenes médicos (excepto en circunstancias limitadas).**

**Hostigamiento a los empleados por su pertenencia a una clase protegida.**

**Represalias contra una persona por presentar un reclamo, testificar en una audiencia o colaborar en una investigación.**

**El no contratar a un aplicante basándose en su condición de veterano.**



## Contáctenos:

Indiana Civil Rights Commission  
100 North Senate Avenue, Room N103  
Indianapolis, IN 46204

Oficina: (317)232-2600 | Llamada sin cargo: (800) 628-2909  
Personas con problemas auditivos: (800) 743-3333  
Fax: (317) 232-6580 | Correo electrónico: [icrc@crc.in.gov](mailto:icrc@crc.in.gov)  
Sitio: [www.in.gov/icrc](http://www.in.gov/icrc)



INDIANA  
**WORKFORCE**  
DEVELOPMENT  
AND ITS **WorkOne** CENTERS

# This Business is Subject to Indiana's Unemployment Insurance Laws

If you lose your job or work less than full time, you may be eligible for unemployment insurance benefits. Information is available on-line at [www.in.gov/dwd](http://www.in.gov/dwd). Computers are available at any Indiana WorkOne Center.

No deductions are made from employees' pay for unemployment insurance. This employer pays this tax.

[www.in.gov/dwd](http://www.in.gov/dwd)

1-800-891-6499



INDIANA  
DEPARTMENT OF  
**WORKFORCE**  
DEVELOPMENT

# Esta Empresa es Sujeta a las Leyes de Indiana de Seguro de Desempleo

Si usted pierde su empleo o trabaja menos de tiempo completo, descubra si usted puede ser elegible para el seguro de desempleo reportándose inmediatamente a la oficina más cercana de Indiana Desarrollo De Labor.

Para solicitar beneficios, por favor traiga su tarjeta de Seguro Social, el nombre y la dirección correcta de su patrón más reciente.

No se hace ningunas deducciones de el pago de los empleados de parte del seguro de desempleo. Este patrón paga este impuesto. Si usted tiene más preguntas sobre este programa, pongase en contacto con el departamento de Indiana Desarrollo De Labor, Avenida Del Norte Del Senado 10, Indianapolis, IN 46204. Teléfono: 1-800-891-6499.

[www.in.gov/dwd](http://www.in.gov/dwd)

1-800-891-6499

# **WORKER'S COMPENSATION NOTICE**

**Your employer is required to provide for payment of benefits under the Worker's Compensation Act of the State of Indiana.**

**Any employee who is injured while at work should report the injury immediately to their supervisor, employer, or designated representative.**

**The worker's compensation insurance carrier or the administrator for**

\_\_\_\_\_ **is:** \_\_\_\_\_  
(name of company) (name of insurance carrier or administrator)

\_\_\_\_\_  
(name of carrier/administrator)

\_\_\_\_\_  
(mailing address)

\_\_\_\_\_  
(city, state, zip)

\_\_\_\_\_  
(telephone number)

\_\_\_\_\_  
(contact person)

**For more information about rights or procedures under the Indiana Worker's Compensation system, call or write:**

**Worker's Compensation Board of Indiana  
Ombudsman Division  
402 W. Washington St., Rm W196  
Indianapolis, IN 46204  
(317) 232-3808  
1-800-824-2667**



# Indiana Minimum Wage Law

## ***\$7.25 per hour effective July 24, 2009***

Indiana law requires this poster to be displayed in a conspicuous place in the area where employees are employed.

Most Indiana employers and employees are covered by the minimum wage and overtime provisions of the federal Fair Labor Standards Act (FLSA); however those not covered under federal law may still be covered by the Indiana Minimum Wage Law.

Both the federal and Indiana state minimum wage will increase from \$6.55 per hour to \$7.25 per hour, effective July 24, 2009.

The Indiana Minimum Wage Law generally requires employers to pay employees at least the minimum wage for all hours worked and to pay employees 1 ½ times their regular rate of pay (“Overtime compensation”) when employees work more than forty (40) hours during a work week. However, there are many exceptions to the overtime pay requirement. Most of those exceptions can be found at Indiana Code § 22-2-2-3 (a) – (p).

Indiana law requires every employer subject to the Indiana Minimum Wage Law to furnish each employee a statement of the hours worked by the employee, the wages paid to the employee, and a listing of the deductions made. The Indiana Minimum Wage Law also prohibits pay discrimination on the basis of sex.

### **Tipped Employees**

Generally, employers must pay tipped employees at least \$2.13 per hour if the employer claims a tip credit. If the employee’s tips combined with the hourly wage do not equal the minimum wage, the employer must make up the difference.

### **Training Wage**

Indiana employers may pay \$4.25 per hour to employees under 20 years of age for the first 90 consecutive calendar days after the employee is initially employed by the employer.

### **Violations**

Indiana law provides for both civil and criminal penalties for violation of the Indiana Minimum Wage Law.

### **For Additional Information**

For additional information, please contact the Indiana Department of Labor’s Wage and Hour Division by email at [wagehour@dol.in.gov](mailto:wagehour@dol.in.gov) or phone (317) 232-2655.



Commissioner Lori A. Torres  
402 West Washington Street, Room W195 • Indianapolis, Indiana 46204  
(317) 232-2655 • [www.in.gov/dol](http://www.in.gov/dol)



# SAFETY AND HEALTH PROTECTION ON THE JOB

## INTRODUCTION:

The intent of the Indiana Occupational Safety and Health Act of 1974, Indiana Code 22-8-1.1, is to assure, so far as possible, safe and healthful working conditions for the workers in the State.

The Indiana Department of Labor has primary responsibility for administering and enforcing the Act and the safety and health standards promulgated under its provisions.

Requirements of the Act include the following:

## EMPLOYERS:

Each employer shall establish and maintain conditions of work which are reasonably safe and healthful for employees and free from recognized hazards that are causing or likely to cause death or serious physical harm to employees. The Act further requires that employers comply with the Occupational Safety and Health Standards, Rules, and Regulations.

## EMPLOYEES:

All employees shall comply with Occupational Safety and Health Standards and all rules, regulations, and orders issued under the Act, which are applicable to their own actions and conduct.

## INSPECTION:

The Act requires that an opportunity be provided for employees and their representatives to bring possible safety and health violations to the attention of the Department of Labor inspector in order to aid the inspection. This requirement may be fulfilled by allowing a representative of the employees and a representative of the employer to accompany the inspector during inspection. Where there is no employee representative, the inspector shall consult with a reasonable number of employees.

## COMPLAINT:

Employees have the right to file a complaint with the Department of Labor. There shall be an inspection where reasonable grounds exist for the Department of Labor to believe there may be a hazard. Unless permission is given by the employees complaining to release their names, they will be withheld from the employer. Telephone Number (317) 232-2693.

The Act provides that no employer shall discharge, suspend, or otherwise discriminate in terms of conditions of employment against any employees for their failure or refusal to engage in unsafe practices or for filing a complaint, testifying, or otherwise acting to exercise their rights under the Act.

Employees who believe they have been discriminated against may file a complaint with the Department of Labor within 30 days of the alleged discrimination. Please note that extensions of the 30-day filing requirement may be granted under certain special circumstances, such as where the employer has concealed or misled the employee regarding the grounds for discharge. However, a grievance-arbitration proceeding, which is pending, would not be considered justification for an extension of the 30-day filing period. The Commissioner of Labor shall investigate said complaint and upon finding discrimination in violation of the Act, shall order the employer to provide necessary relief to the employees. This relief may include rehiring, reinstatement to the job with back pay, and restoration of seniority.

All employees are also afforded protection from discrimination under Federal Occupational Safety and Health Act and may file a complaint with the U.S. Secretary of Labor within 30 days of the alleged discrimination.

## VIOLATION NOTICE:

When an alleged violation of any provision of the Act has occurred, the Department of Labor shall promptly issue a written order to the employer, who shall be required to post it prominently at or near the place where the alleged violation occurred until it is made safe and required safeguards are provided or 3 days, whichever is longer.

## PROPOSED PENALTIES:

The Act provides for CIVIL penalties of not more than \$7,000 for each serious violation and CIVIL penalties of up to \$7,000 for each non-serious violation. Any employer who fails to correct a violation within the prescribed abatement period may be assessed a CIVIL penalty of not more than \$7,000 for each day beyond the abatement date during which such violation continues. Also, any employer who knowingly or repeatedly violates the Act may be assessed CIVIL penalties of not more than \$70,000 for each violation. A minimum penalty of \$5,000 may be imposed for each knowing violation. A violation of posting requirements can bring a penalty of up to \$7,000.

## VOLUNTARY ACTIVITY:

The Act encourages efforts by labor and management, before the Department of Labor inspections, to reduce injuries and illnesses arising out of employment.

The Act encourages employers and employees to reduce workplace hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries.

Such cooperative action would initially focus on the identification and elimination of hazards that could cause death, injury, or illness to employees and supervisors.

The Act provides a consultation service to assist in voluntary compliance and give recommendations for the abatement of cited violations. This service is available upon a written request from the employer to INSafe. Telephone Number (317) 232-2688.

## COVERAGE:

The Act does not cover those hired for domestic service in or about a private home and those covered by a federal agency. Those exempted from the Act's coverage include employees in maritime services, who are covered by the U.S. Department of Labor, and employees in atomic energy activities who are covered by the Atomic Energy Commission.

## NOTE:

Under a plan approved March 6, 1974, by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), the State of Indiana is providing job safety and health protection for workers throughout the State. OSHA will monitor the operation of this plan to assure that continued approval is merited. Any person may make a complaint regarding the State administration of this plan directly to the OSHA Regional Office, Regional Administrator, Region V, U.S. Department of Labor, Occupational Safety and Health Administration, 230 South Dearborn Street, Chicago, Illinois 60604, Telephone Number (312) 353-2220.

## MORE INFORMATION:

INDIANA DEPARTMENT OF LABOR  
402 West Washington Street, Room W195  
Indianapolis, Indiana 46204  
Telephone: (317) 232-2655  
TT/Voice: (800) 743-3333  
Fax: (317) 233-3790  
Internet: <http://www.in.gov/dol>

**EMPLOYERS:** This poster must be displayed prominently in the workplace.





# Teen Work Hour Restrictions

Employers of minors who are 14, 15, 16 or 17 years of age are required by law to post the maximum number of hours that minors may be permitted to work in each day of the week. The information must be posted in a conspicuous place or in places where notices are customarily posted. For additional copies of this poster or for further information, please visit [www.in.gov/dol/childlabor.htm](http://www.in.gov/dol/childlabor.htm).

## 14 and 15 year olds

### Your work permit allows you to work

- 3 hours per school day
- 18 hours per school week
- 8 hours per non-school day
- 40 hours per non-school week
- No work before 7:00 a.m. or after 7:00 p.m.
  - Between June 1 and Labor Day you may work until 9:00 p.m.

## 16 Year Olds

### Your work permit allows you to work

- 8 hours per day
- 30 hours per school week
- 40 hours per non-school week
- No more than 6 days per week
- Not before 6:00 a.m.
- Until 10:00 p.m.

### With parental permission you may work

- 9 hours per day
- 40 hours per school week
- 48 hours per non-school week
- Until 11:00 p.m. on nights followed by a school day
- Until 12:00 a.m. on nights not followed by a school day

## 17 Year Olds

### Your work permit allows you to work

- 8 hours per day
- 30 hours per school week
- 40 hours per non-school week
- No more than 6 days per week
- Not before 6:00 a.m. on school days
- Until 10:00 p.m. on nights followed by a school day
- No restricted end time on days not followed by a school day

### With parental permission you may work

- 9 hours per day
- 40 hours per school week
- 48 hours per non-school week
- Until 11:30 p.m. on nights followed by a school day, or
- Until 1:00 a.m. on nights followed by a school day
  - No more than twice/week; not consecutively

### Breaks Requirements For Minors

Workers under the age of 18 who work 6.0 hours or more are required to take 30 minutes of documented breaks.

The minor may take two 15 minute breaks or one 30 minute break.

Breaks must total 30 minutes or more, but never less.

### Working Before 6:00 a.m. Or After 10:00 p.m.

Workers under the age of 18 must be accompanied by a co-worker who is at least 18 years of age when working before 6:00 a.m. or after 10:00 p.m. in an establishment that is open to the public

### Working During School Hours

14 and 15 year olds may not work on a school day after 7:30 a.m. and before 3:30 p.m. 16 and 17 year olds may not work during school hours unless they have documented school permission.

### Graduates/Withdrawn From School

16 and 17 year olds who have graduated or withdrawn from high school may work unlimited hours. Documentation must be in personnel files.



**Indiana Department of Labor / Bureau of Child Labor**  
402 West Washington Street, Room W195, Indianapolis, Indiana 46204  
Phone: (317) 232-2655 • Fax: (317) 233-3790 • TT Voice: 1-800-743-3333  
E-Mail: [childlabor@dol.in.gov](mailto:childlabor@dol.in.gov) • Web: [www.in.gov/dol/childlabor.htm](http://www.in.gov/dol/childlabor.htm)

