THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for: • The birth, adoption or foster placement of a child with you,

• To care for your spouse, child or parent with a serious mental or physical health condition, and Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember. An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks o

separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information. FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave. Am I eligible to take FMLA leave?

An employer who knowingly violates the Act and where any such violation can reasonably be determined to have contributed to an employee fatality, shall be assessed a civil penalty of not less than You work for a covered employer, \$9,472 for each violation and may be assessed a civil penalty of up

All employees shall comply with Occupational Safety and Health Standards and all rules, regulations, and orders issued under the **VOLUNTARY ACTIVITY:** Airline flight crew employees have different "hours of service" requirements. 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.

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

abatement date during which such violation continues. Except as

otherwise provided below involving a worker fatality, any

employer who knowingly or repeatedly violates the Act may be

assessed CIVIL penalties of not more than \$70,000 for each

violation and a penalty of not less than \$5,000 shall be imposed for

each knowing violation. A violation of posting requirements can

Proposed Penalties in Conjunction with a Worker Fatality

bring a penalty of up to \$7,000.

to \$132,598 for each violation.

a CIVIL penalty of not more than \$7,000 for each day beyond the

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 of Labor. There shall be an inspection where reasonable grounds violations. This service is available upon a written request from exist for the Department of Labor to believe there may be a hazard. the employer to INSafe. Telephone Number (317) 232-2688. Unless permission is given by the employees complaining to

> 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. 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. misled the employee regarding the grounds for discharge.

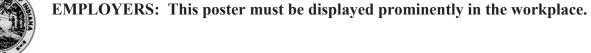
Any person may make a complaint regarding the State However, a grievance-arbitration proceeding, which is pending, administration of this plan directly to the OSHA Regional Office, Regional Administrator, Region V, U.S. Department of Labor, day filing period. The Commissioner of Labor shall investigate Occupational Safety and Health Administration, 230 South said complaint and upon finding discrimination in violation of the Dearborn Street, Chicago, Illinois 60604, Telephone Number Act, shall order the employer to provide necessary relief to the (312) 353-2220.

MORE INFORMATION:

COVERAGE:

INDIANA DEPARTMENT OF LABOR 402 West Washington Street, Room W195 Indianapolis, Indiana 46204 Telephone: (317) 232-2655 (800) 743-3333 TT/Voice:

(317) 233-3790 occurred, the Department of Labor shall promptly issue a written
Internet: http://www.in.gov/labor





SAFETY AND HEALTH PROTECTION ON THE JOB

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

The Indiana Department of Labor has primary responsibility for

administering and enforcing the Act and the safety and health

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

Act, which are applicable to their own actions and conduct.

The Act requires that an opportunity be provided for employees

release their names, they will be withheld from the employer.

would not be considered justification for an extension of the 30-

employees. This relief may include rehiring, reinstatement to the

and healthful working conditions for the workers in the State.

standards promulgated under its provisions.

Standards, Rules, and Regulations.

Requirements of the Act include the following:

\$7.25 PER HOUR BEGINNING JULY 24, 2009 At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference

The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each

time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum

wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the

ADDITIONAL INFORMATION: Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd

WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

Pregnant Workers Fairness Act (PWFA)

The Pregnant Workers Fairness Act (PWFA) is a federal law that, starting June 27, 2023, requires covered employers to provide "reasonable accommodations" to a qualified worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an "unduc hardship." An undue hardship is defined as causing significant difficulty or expense.

"Reasonable accommodations" are changes to the work environment or the way things are usually done at work.

Being able to sit or drink water Receiving closer parking

Receiving appropriately sized uniforms and safety apparel Receiving additional break time to use the bathroom, eat, and rest Taking leave or time off to recover from childbirth

Being excused from strenuous activities and/or exposure to chemicals not safe for pregnancy

Other laws that apply to workers affected by pregnancy, childbirth, or related medical conditions, include: Title VII which prohibits employment discrimination based on sex, pregnancy, or other protected categories (enforced by the U.S. Equal Employment Opportunity

The ADA which prohibits employment discrimination based on disability (enforced by the EEOC) The Family and Medical Leave Act which provides unpaid leave for certain workers for pregnancy and to bond with a new child (enforced by the U.S Department of

Learn more at www.EEOC.gov/Pregnancy-Discrimination

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 minors may be permitted to work 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 please visit www.in.gov/dol/youthemployment.htm.

8 hours per non-school day 18 hours per school week

40 hours per non-school weeks

May not work before 7:00 a.m. or after 7:00 p.m. but may work until 9:00 p.m. from June 1 through Labor Day, except on a night

16 and 17 year old minors 9 hours per day

40 hours per school week 48 hours per non-school week No more than 6 consecutive workdays

Until 10:00 p.m. on nights followed by a school day

With written parental permission 16 and 17 year old minors may work until 11:00 p.m. on nights followed by a school day

No restricted end time on nights not followed by a school day

May not work in an establishment open to the public between 10:00 p.m. & 6:00 a.m. unless another employee at least 18 years of age also works during the same hours as the minor.

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: youthemployment@dol.in.gov Web: www.in.gov/dol/youthemployment.htm

Payday Notice

PAYDAY IS ON

□ MONDAY □ TUESDAY □ WEDNESDAY □ THURSDAY □ FRIDAY □ SATURDAY □ SUNDAY

PAY SCHEDULE IS

PAYCHECKS ARE ISSUED ON THE AND OF THE MONTH

Emergency Notice

AMBULANCE:

FIRE-RESCUE:

HOSPITAL: ALTERNATE POLICE: OSHA: **HAZARDOUS MATERIAL:**

TO REORDER, CALL 1-888-488-7678 OR ORDER AT STATEANDFEDERALPOSTER.COM





Family Medical Leave Act

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

What is FMLA leave?: The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family

· Your serious mental or physical health condition that makes you unable to work,

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in

You are an **eligible employee if all** of the following apply:

FMLA leave in a single 12-month period to care for the servicemember.

 You have worked for your employer at least 12 months, • You have at least 1,250 hours of service for your employer during the 12 months before your leave, and • Your employer has at least 50 employees within 75 miles of your work location.

You work for a **covered employer if one** of the following applies: · You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year, · You work for an elementary or public or private secondary school, or • You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave? Generally, to request FMLA leave you must:

• Follow your employer's normal policies for requesting leave, · Give notice at least 30 days before your need for FMLA leave, or • If advance notice is not possible, give notice as soon as possible

You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave. Your employer may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personne Management or Congress.

What does my employer need to do? If you are eligible for FMLA leave, your employer must: • Allow you to take job-protected time off work for a qualifying reason,

 Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and • Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation. After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing: About your FMLA rights and responsibilities, and

Where can I find more information? Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint process. For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd

U.S. Department of Labor • Wage and Hour Division

IRS Withholding

If you can answer "yes"...

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed Form W-4 with your employer did you... Marry or divorce?

• How much of your requested leave, if any, will be FMLA-protected leave.

Gain or lose a dependent? Change your name?

Were there major changes to... our nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)? Your itemized deductions? Your tax credits?

To any of these or you owed extra tax when you filed your last return, you may need to file a new Form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/ individuals on the IRS website.

Employer: Please poster or publish this Bulletin Board Poster so that

your employees will see it. Please indicate where they can get forms and

information on this subject.

USERRA

YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military

FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS

service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: • you ensure that your employer receives advance written or verbal notice of your service; • you have five years or less of cumulative service in the uniformed services while with that particular employer; • you return to work or apply for reemployment in a timely manner after conclusion of service; and • you have not been separated from service with a disqualifying discharge or under other than honorable

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

If you: • are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated

to serve in the uniformed service; then an employer may not deny you: • initial employment; • reemployment; • retention in employment; promotion; or • any benefit of employment because of this status.

HEALTH INSURANCE PROTECTION • If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. • Even if you don't elect to continue coverage during your military

service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

USERRA violations. • For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/ elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. • You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a

• The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.



RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION



statement in connection with a proceeding under USERRA, even if that person has no service connection.





Equal Employment Opportunity Know Your Rights: Workplace Discrimination is Illegal

aspects of employment.

executive level.

U.S. Department of Labor

200 Constitution Avenue, N.W.

Individuals with Disabilities

MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

Who is Protected? Employees (current and former), including managers and temporary employees Job applicants

Union members and applicants for membership in a union

What Organizations are Covered? Most private employers State and local governments (as employers) Educational institutions (as employers)

Staffing agencies

What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of: Color

 Religion National origin • Sex (including pregnancy and related conditions, sexual orientation, or gender identity) Age (40 and older)

 Disability · Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family Retaliation for filing a charge, reasonably opposing discrimination,

or participating in a discrimination lawsuit, investigation, or proceeding. • Interference, coercion, or threats related to exercising rights

regarding disability discrimination or pregnancy accommodation What Employment Practices can be Challenged as Discriminatory?

• Discharge, firing, or lay-off • Harassment (including unwelcome verbal or physical conduct) Hiring or promotion Assignment Pay (unequal wages or compensation)

All aspects of employment, including:

accommodation

publicportal.eeoc.gov/Portal/Login.aspx

Call 1–800–669–4000 (toll free)

 Failure to provide reasonable accommodation for a disability or a sincerelyheld religious belief, observance or practice Benefits Job training Classification Referral

Obtaining or disclosing genetic information of employees

 Requesting or disclosing medical information of employees Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding. Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding

disability discrimination (including accommodation) or pregnancy

What can You Do if You Believe Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/ work). You can reach the EEOC in any of the following ways: **Submit** an inquiry through the EEOC's public portal: https://

1-800-669-6820 (TTY) 1-844-234-5122 (ASL video phone) Visit an EEOC field office (information at www.eeoc.gov/field-office E-Mail info@eeoc.gov Additional information about the EEOC, including information about Section 504 of the Rehabilitation Act of 1973, as amended,

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are

protected under Federal law from discrimination on the following

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity,

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all

Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

Disability Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the

Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

Retaliation Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP)

Washington, D.C. 20210 1-800-397-6251 (toll-free) If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by

calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on

OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/

ofccp/contact. PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL **ASSISTANCE** Race, Color, National Origin, Sex

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such

State Minimum Wage

YOUR RIGHTS UNDER INDIANA'S MINIMUM WAGE ACT \$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

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 that 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.

and employees are covered by the minimum wage and overtime provisions of the federal Fair Labor Standards Act (FLSA); however those

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.

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.

not covered under federal law may still be covered by the Indiana Minimum Wage Law.

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

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

Fair Employment

Mission of the Indiana Civil Rights Commission The Indiana civil rights laws (IC 22-9-1; IC 22-9-5; IC 22-9.5) state that it is the public policy of the State of Indiana to provide all of its citizens equal opportunity and that it is unlawful to discriminate in the areas of EMPLOYMENT, real property, education, public accommodation or credit on the basis of race, religion, color, sex, disability, ancestry, national origin and familial status (housing only).

EMPLOYMENT COVERED ENTITIES: 1. Employers of six (6) or more persons; 2. The State of Indiana and any of its political or civil subdivisions;

3. Unions and other labor organizations; and

appropriate remedial relief.

This includes:

4. Employment agencies. **IT IS UNLAWFUL TO:**

 Deny equal benefits or privileges; · Deny a reasonable accommodation to a qualified individual with a disability; Conduct medical examinations (except in limited circumstances); Harass employees because of their membership in a protected class; and

· Discriminate in hiring, firing, training, disciplining, compensation, advancement and other terms or conditions of employment;

• Retaliate against a person for filing a complaint, testifying at a hearing or assisting in an investigation. Persons who feel they have suffered discrimination as defined above should file a signed, verified complaint with the Indiana Civil Rights Commission within 180 days from the date of the alleged act or acts of discrimination. Persons found to have committed illegal discriminatory acts may be subject to cease and desist orders, monetary damages, and other

"Morality cannot be legislated, but behavior can be regulated." -- Dr. Martin Luther King, Jr.

Office: (317) 232-2600 Toll Free: (800) 628-2909 Hearing-Impaired: (800) 743-3333 FAX: (317) 232-6580 Real Estate/Housing: (866) 3FAIR4U Web Page: www.in.gov/icrc/ Provided by: Indiana Civil Rights Commission, Public Education and Outreach Information Center.

Equal Opportunity

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

Discriminatory hiring, firing, training, discipline, compensation, promotion and other terms or conditions of employment Denial of equal benefits or privileges

Conducting medical examinations (except in limited circumstances) Harassing employees because of their membership in a protected class

Indiana Civil Rights Commission 100 North Senate Avenue, Room N103

Office: (317)232-2600 | Toll Free: (800) 628-2909

Hearing Impaired: (800) 743-3333 | Fax: (317) 232-6580

E-mail: icrc@crc.in.gov | Website: www.in.gov/icrc

Indianapolis, IN 46204





Polygraph Protection

screening or during the course of employment.

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging,

disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act. Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

also bring their own court actions.

WAGE AND HOUR DIVISION

UNITED STATES DEPARTMENT OF LABOR







On July 1, 2012 Indiana's new Smoke-Free Air Law takes effect.

All public places and places of employment in Indiana must post one or more of five types of signs, depending on the nature of the business.

or a place of employment.

This sign is in compliance with Indiana state law.

Workers Compensation

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

THIS FIRM IS SUBJECT TO THE INDIANA WORKFORCE DEVELOPMENT ACT

No deductions are made from employees' pay for unemployment insurance. This employer pays this tax. If you have more questions about this program, contact the Indiana Department of Workforce Development,

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. Employees have the right to file a complaint with the Department

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 30day filing requirement may be granted under certain special circumstances, such as where the employer has concealed or

Telephone Number (317) 232-2693.

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.

job with back pay, and restoration of seniority.

When an alleged violation of any provision of the Act has Fax: 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,



EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT The law requires employers to display this poster where employees can readily see it.

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped

Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent • Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor

Some state laws provide greater employee protections; employers must comply with both.

WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT WORKERS? Having flexible hours

WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT WORKERS?

The PUMP Act which provides nursing mothers a time and private place to pump at work (enforced by the U.S. Department of Labor)

Teen Work Hours

14 and 15 year old minors 3 hours per school day

> followed by a school day May only work outside of school hours, (Not during normal school hours)

No start time between 12:00 a.m. & 6:00 a.m

Indiana Department of Labor/Bureau of Child Labor

☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐ _

filing a charge of discrimination, is available at www.eeoc.gov.

STATE OF INDIANA, CIVIL RIGHTS COMMISSION, 100 North Senate Ave., Rm. N103, Indianapolis, Indiana 46204

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

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

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







employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. detector tests.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. 1-866-487-9243 • TTY: 1-877-889-5627 www.dol.gov/whd



The law. House Enrolled Act 1149, will also prohibit smoking within eight feet

(name of company)	(name of insurance carrier or administra
(name of ca	rrier/administrator)
(mail	ing address)
(city	, state, zip)
(teleph	none number)
(con:	tact person)

Unemployment Insurance

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

www.in.gov/dwd 1-800-891-6499

of a public entrance to a public place

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

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