

## 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

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., Room W196  
Indianapolis, IN 46204  
(317) 232-3806 • 1-800-624-2667



## 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 for unemployment insurance.

[www.in.gov/dwd](http://www.in.gov/dwd)  
1-800-891-6499  
For TDD/TTY: 317-232-7560

## Did You Serve in the U.S. Military? Are You Still Serving?

Active Duty Reserves National Guard

## VETERAN BENEFITS & SERVICES

### Substance Abuse & Mental Health Treatment

We have a variety of mental health resources, information, treatment options and more, all accessible to Veterans, Reservists and the general public.

### Federal Educational Resources

We education benefits help Veterans, service members, and their qualified family members with needs like paying college tuition, finding the right school or training program, and getting career counseling.

### Indiana Bureau of Motor Vehicles

Military Veterans & Surviving Spouse Inductees  
License Plates Supporting Veterans and Military  
Military-Provided Motorcycle Safety Courses  
Plate & Driver License Renewal Expedited  
Military OJL Skills Waiver Program  
Waiting for Military Overseas Citizens

### Minority Veterans Resources

The Center for Minority Veterans is the Department of Veterans Affairs model for hire and entry support, expansion. To ensure all veterans receive equal service experiences of care, regardless of gender.

### Federal Disability Compensation

We disability compensation (comp) offers a monthly tax-free payment to Veterans who get sick or injured while serving in the military and to Veterans whose service made an existing condition worse.

### State of Indiana Benefits and Services

Gas Credits & Property Tax Exemptions  
Veteran License Plates  
Veteran and Dependent Education Benefits  
Military-Related Hotel Fund  
Reduced Hunting & Fishing License  
Warrior Veterans Programs  
Indiana Veterans Memorial Cemetery  
Indiana Veterans Home

Local year County Veterans Service Offices

### Legal Assistance

The Military Assistance Project (MAP) is a statewide project that provides free and legal advice and direct representation to eligible low-income Veteran, military spouses, widows, and their dependents.

### Employment and Reemployment

Indiana provides employment services to Veterans at WorkOne Centers. Veterans go to the front of the line and each office has an on-site Veterans' representative that assists with employment needs.

## SAFETY AND HEALTH PROTECTION ON THE JOB

### INTRODUCTION:

The intent of the Indiana Occupational Safety and Health Act of 1974, Indiana Code 22-6-1-1, 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 the then 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 apply to their own actions and conduct.

**INSPECTION:** The Act requires that an opportunity be provided for employees and their representatives to provide safety and health information 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 an 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, complaints to initiate that action, they will be withheld from the employer. Telephone Number: (317) 232-3806.

The Act provides that no employer shall discharge, suspend, or otherwise discriminate in terms of conditions of employment against any employee for their failure or refusal to engage in such procedure 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 retroaction of the 30-day filing requirement may be granted under certain special circumstances, such as when 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 all complaints regarding alleged discrimination in violation of the Act, and either the employer to provide adequate remedy or the job with back pay, and restoration of seniority.

All employees are also afforded protection from discrimination upon 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 notice of violation, which shall be required to post prominently at or near the place where the alleged violation occurred until it is made safe and required supplements are provided or 5 days, whichever is longer.

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

### 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 comply with the prescribed abatement period may be assessed a Civil Penalty of not more than \$2,000 for each day beyond the abatement date during which such violation continues. Except on abatement provided before making a worker fatally, 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 more than \$5,000 shall be imposed for each knowing violation. A violation of auditing requirements can bring a penalty of up to \$7,000.

**Proposed Penalties in Conjunction with a Worker Fatality:** 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 \$6,472 for each violation and may be assessed a civil penalty of up to \$120,540 for each violation.

**VOLUNTARY ACTIVITY:** The Act encourages efforts by labor and management, before the Department of Labor inspection, to reduce injuries and illnesses arising out of employment.

The Act encourages employers and employees to resolve 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 assistants. 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 Indiana. Telephone Number: (317) 232-3806.

**COVERAGE:** The Act does not cover those listed for domestic service in or about a private home and those covered by a federal agency. Those exempt 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 to workers throughout the State. OSHA will monitor the operation of the plan to assure that continued approval is granted. Any person may file a complaint regarding the State administration of this plan directly to the OSHA Regional Office, Regional Administrator, Region 4, U.S. Department of Labor, Occupational Safety and Health Administration, 230 South Dearborn Street, Chicago, Illinois 60604, Telephone Number: (312) 353-2200.

**MORE INFORMATION:** INDIANA DEPARTMENT OF LABOR  
402 West Washington Street, Room W196  
Indianapolis, Indiana 46204  
Telephone: (317) 232-2655  
TDD/voice: (317) 232-3332  
Fax: (317) 232-3790  
Internet: [www.in.gov/dwd](http://www.in.gov/dwd)

## 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](http://www.in.gov/dol/youthemployment.htm).

**14- and 15-year-old minors**  
3 hours per school day  
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 followed by a school day.  
May only work outside of school hours.  
(Not during normal school hours)

**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  
No start time between 12:00 a.m. & 6:00 a.m.  
until 11:00 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 and time on nights not followed by a school day  
May not work in an establishment open to the public after 10:00 p.m. or before 6:00 a.m. unless another employee at least 18 years of age also works during the same hours as the minor.

Indiana Department of Labor/Bureau of Child Labor  
402 West Washington Street, Room W196, Indianapolis, Indiana 46204  
Phone: (317) 232-2655 • Fax: (317) 233-3790  
TT Notice: 1-800-743-3333  
E-Mail: [youthemployment@ind.in.gov](mailto:youthemployment@ind.in.gov)  
Web: [www.in.gov/dol/youthemployment.htm](http://www.in.gov/dol/youthemployment.htm)

## INDIANA MINIMUM WAGE LAW

Indiana Department of Labor  
402 West Washington St., Room W196  
Indianapolis, IN 46204  
(317) 232-2655  
[www.in.gov/dol](http://www.in.gov/dol)

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 increased 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 1/2 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 § 22-2-3-3(a) - (j).

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

## Notice to Employers / Employees

Your state has its own minimum wage law which requires posting a notice regarding the aspects of that law. Employers are still required to post the Federal Minimum Wage poster from the U.S. Dept. of Labor. Federal and state law have different minimum wage rates, the higher standard applies.

This Posting is for Informational Purposes Only

## 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) 628-2809  
Hearing Impaired: (800) 743-3333  
Fax: (317) 232-6580  
E-mail: [icrc@icrc.in.gov](mailto:icrc@icrc.in.gov)  
Website: [www.in.gov/icrc](http://www.in.gov/icrc)