

## 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)

Worker's Compensation Board of Indiana  
Ombudsman Division  
402 W. Washington St., Rm. W196  
Indianapolis, IN 46204  
(317) 232-3806 • 1-800-624-2667

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

## 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.

[mst.health.va.gov](http://mst.health.va.gov)

### Federal Educational Resources

We education benefits for 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.

[va.gov/education](http://va.gov/education)

### Indiana Bureau of Motor Vehicles

Military, Veterans, & Surviving Spouse Indicators  
License Plates Supporting Veterans and Military  
Military-Provided Motorists Safety Courses  
Plate & Driver License Renewal Expedient  
Military Civil Service Waiver Program  
Waiting for Military Overseas Citizens

[in.gov/transport/military-families](http://in.gov/transport/military-families)

### Minority Veterans Resources

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

[www.centerforminorityveterans.org](http://www.centerforminorityveterans.org)

### Federal Disability Compensation

VA disability compensation (pay) offers a monthly tax-free payment to veterans who got sick or injured while serving in the military and to veterans whose service made an existing condition worse.

[va.gov/disability](http://va.gov/disability)

### State of Indiana Benefits and Services

Go Credits & Property Tax Exemptions  
Veteran License Plates  
Veteran and Dependent Education Benefits  
Military Civil Service Waiver  
Reduced Hunting & Fishing License  
Warrior Veterans Programs  
Indiana Veterans Memorial Cemetery  
Indiana Veterans Home

[in.gov](http://in.gov) (317) 232-3919

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 members, widows, and their dependents.

[indianalegalassistance.org/map](http://indianalegalassistance.org/map)

### 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.

[in.gov/vet/veterans-services/contacts](http://in.gov/vet/veterans-services/contacts)

YOU HAVE A LOCAL EXPERT FOR YOUR COUNTY REEMPLOYMENT SERVICE OFFICER (CVSO) (800) 400-4829

SCAN HERE!



SS.VA.WOMEN  
WOMEN VETERANS  
CALL CENTER  
1-800-542-2642



U.S. Department of Veterans Affairs  
VA.gov (800) 696-2411

## 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/youthemployment.htm](http://www.in.gov/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 week
- 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

### 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 W195, Indianapolis, Indiana 46204  
Phone: (317) 232-2655 • Fax: (317) 233-3790  
TT Voice: 1-800-743-3333  
E-Mail: [youthemployment@ind.gov](mailto:youthemployment@ind.gov)  
Web: [www.in.gov/doh/youthemployment.htm](http://www.in.gov/doh/youthemployment.htm)

## 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 means to avoid the inspection. This requirement may be fulfilled by allowing a representative of the employees and the employer to inspect the workplace.

**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 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 the employer to inspect the workplace.

**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 employee, complaints to be investigated shall be filed with the Department of Labor. Telephone Number: (317) 232-3600.

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 retroactive 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 and determine if there is discrimination in violation of the Act, and order the employer to provide necessary relief to the employee. This relief may include reinstatement to 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 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 supplements are provided or 5 days, whichever is longer.

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

## INDIANA MINIMUM WAGE LAW



\$7.25 per hour

Indiana Department of Labor  
402 West Washington St., Rm. W195  
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, employees must pay tipped employees at least \$2.13 per hour if the employer causes a tip credit. If the employer'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@ind.gov](mailto:wagehour@ind.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 notice from the U.S. Dept. of Labor Fair Labor Standards Act in addition to this state posting. According to the Dept. of Labor, various federal and state laws 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)



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iHRSource  
[www.ihrsource.com](http://www.ihrsource.com)  
800-848-0085

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