



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
1-800-624-2667**

04/21/05

SAFETY AND HEALTH PROTECTION ON THE JOB

INTRODUCTION:
The intent of the Indiana Occupational Safety and Health Act of 1974, Indiana Code 22-2-1.1, 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 provides 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 small 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 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 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.

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

INDIANA

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.

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 days per week
No work before 6 a.m.
Until 10:00 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 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.

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

Indiana Department of Labor/Bureau of Youth Employment
402 West Washington Street, Room W195, Indianapolis, Indiana 46204
Phone: (317) 232-2655 • Fax: (317) 233-3790
Toll free: 1-800-743-3353
E-Mail: youthemployment@dol.in.gov
Web: www.in.gov/dol/youthemployment.htm

**INDIANA DEPARTMENT OF LABOR
WORKFORCE DEVELOPMENT**

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. 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
1-800-891-6499**

7-2018

INDIANA

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 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 1½ 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) - (g).

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 employer's tip 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 or phone (317) 232-2655.

402 West Washington Street, Room W195
Indianapolis, Indiana 46204
(317) 232-2655 • www.in.gov/dol

INDIANA DEPARTMENT OF LABOR

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, when 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
Toll Free: (317) 232-2600
Office: (800) 628-2909
Hearing Impaired: (800) 743-3333
Fax: (317) 232-6580
E-mail: icrc@icrc.in.gov
Website: www.in.gov/icrc

INDIANA

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ADP
Employees:
For additional information on our services, speak to your local sales associate or visit us at www.adp.com
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Compliance Date April 2020

