**LEAVE ENTITLEMENTS:** 

REQUESTING LEAVE:

Change your name?

Your tax credits?

If you:

• The birth of a child or placement of a child for adoption or foster care;

• To bond with a child (leave must be taken within 1 year of the child's birth or placement);

• To care for the employee's spouse, child, or parent who has a qualifying serious health condition;

following reasons:

\$7.25 per hour effective July 24, 2009

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 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-

**Tipped Employees** 

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

• Retaliate against a person for filing a complaint, testifying at a hearing or assisting in an investigation.

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

phone (317) 232-2655.

prohibits pay discrimination on the basis of sex.

Harass employees because of their membership in a protected class; and

 Deny equal benefits or privileges; · Deny a reasonable accommodation to a qualified individual with a disability; • Conduct medical examinations (except in limited circumstances);

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

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

and labor organizations with six or more persons are protected under State and Federal law from discrimination on the following

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

Denial of equal benefits or privileges

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

**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 | Website: www.in.gov/icrc





## **Polygraph Protection**

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment 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.

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

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

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.

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

**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

The law, House Enrolled Act 1149, will 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

(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

### **Unemployment Insurance**

If you lose your job or work less than full time, you may be eligible for unemployment insurance benefits. Information

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,

# 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 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.

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

Requirements of the Act include the following:

that employers comply with the Occupational Safety and Health Standards, Rules, and Regulations. 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. 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. 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 30day 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 30day 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 
Internet: <a href="http://www.in.gov/labor">http://www.in.gov/labor</a> 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.

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

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. 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 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 \$9,472 for each violation and may be assessed a civil penalty of up to \$132,598 for each violation.

**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.

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:

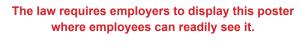
INDIANA DEPARTMENT OF LABOR 402 West Washington Street, Room W195 Indianapolis, Indiana 46204 Telephone: (317) 232-2655 TT/Voice: (800) 743-3333 (317) 233-3790

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



### **Federal Minimum Wage**

\$7.25 PER HOUR BEGINNING JULY 24, 2009



At least 11/2 times the regular rate of pay for all hours worked over 40 in a workweek

**CHILD LABOR:** 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.

the public, which may be used by the employee to express breast milk.

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 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. **NURSING MOTHERS:** 

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in

order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express

breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and

**ENFORCEMENT:** 

**OVERTIME PAY:** 

TIP CREDIT:

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 FLSA.

**ADDITIONAL INFORMATION:**  Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply with both.

• 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 contractors are not. · 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.

1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd WAGE AND HOUR DIVISION • WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

## **Teen Work Hours**

**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 <a href="https://www.in.gov/dol/youthemployment.htm">www.in.gov/dol/youthemployment.htm</a>.

## 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 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. 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

> **E-Mail:** youthemployment@dol.in.gov Web: www.in.gov/dol/youthemployment.htm

**TT Voice:** 1-800-743-3333

#### **Payday Notice PAYDAY IS ON**

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

**PAY SCHEDULE IS** 

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

State&FederalPoster™

For all your Labor Law Poster Compliance Solutions

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

**ALTERNATE:** 

PAYCHECKS ARE ISSUED ON THE \_\_\_\_\_ AND OF THE MONTH

**Emergency Notice** AMBULANCE: FIRE-RESCUE: **HOSPITAL:** 

> POLICE: **HAZARDOUS MATERIAL:**

**Family Medical Leave Act** 

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the

• For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;

• For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

single 12-month period to care for the servicemember with a serious injury or illness. An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies. BENEFITS & PROTECTIONS:

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions. An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any

practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA. **ELIGIBILITY REQUIREMENTS:** An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

• Have worked for the employer for at least 12 months; • Have at least 1,250 hours of service in the 12 months before taking leave;\* and • Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite. \*Special "hours of service" requirements apply to airline flight crew employees.

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees mus inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

**EMPLOYER RESPONSIBILITIES:** Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

that provides greater family or medical leave rights. 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

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement

#### **IRS Withholding**

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

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

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

### **USERRA**

If you can answer "yes"...

information on this subject.

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 service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS •

and present members of the uniformed services, and applicants to the uniformed services.

 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 conditions.

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

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. RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

 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:

any benefit of employment because of this status

Office of Special Counsel, as applicable, for representation.

retention in employment;

does not impose undue hardship.

DISABILITY

on the following bases:

compensation or the compensation of other applicants or employees.

promotion; or

• are a past or present member of the uniformed service;

**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

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

http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/elaws/userra.htm.

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

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: http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires employers to notify employees of their rights under

• 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









# **Equal Employment Opportunity**

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and

**Equal Employment Opportunity is THE LAW** • Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations •

labor organizations are protected under Federal law from discrimination on the following base: RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy),

or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability

in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. 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. AGE The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination

based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice. WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov. **Employers Holding Federal Contracts or Subcontracts** Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals

RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL ORIGIN Executive Order 11246, as amended, prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

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. 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

Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their

discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans. Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

RACE, COLOR, NATIONAL ORIGIN, SEX INDIVIDUALS WITH DISABILITIES n 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

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 executive level.

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

**INDIVIDUALS WITH DISABILITIES** in employment qualified individuals with disabilities at all levels of employment, including the executive level.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210,

1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP

regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

**Programs or Activities Receiving Federal Financial Assistance** 

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. Disability discrimination includes not making

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS (PROTECTED VETERANS) 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

discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance. **INDIVIDUALS WITH DISABILITIES** 

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 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

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.

For additional information, please contact the Indiana Department of Labor's Wage and Hour Division by email at wagehour@dol.in.gov or

**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

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

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 appropriate remedial relief.

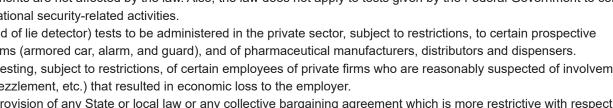
**Equal Opportunity** Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies

Race | Color | Sex | Disability | Ancestry | Religion | National Origin | Veteran Status This includes:

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)







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

**No Smoking Smoking Is Prohibited By State Law** 

> business. also prohibit smoking within eight feet of a public entrance to a public place

THIS FIRM IS SUBJECT TO THE INDIANA WORKFORCE DEVELOPMENT ACT

is availableon-line at www.in.gov/dwd. Computers are available at any Indiana WorkOne Center.

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