## **Indiana & Federal Employment Notices**

DATE POSTED:\_ Labor Laws change often. Please call your distributor twice a year to confim if you are in compliance. All Rights Reserved. Unauthorized copies are illega

#### **Family Medical Leave Act** EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

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

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LEAVE ENTITLEMENTS:

- 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 following reasons:
- 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;
- 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. 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
- 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.

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.

#### REQUESTING LEAVE:

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.

#### **ENFORCEMENT:**

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 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

## **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? Change your name?

Were there major changes to...

If you can answer "yes"... 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.

## **State Minimum Wage** YOUR RIGHTS UNDER INDIANA'S MINIMUM WAGE ACT \$7.25 per hour effective July 24, 2009



PRODUCT ID:

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 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 <sup>1</sup>/<sub>2</sub> 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.

#### **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 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 4. Employment agencies.



#### IT IS UNLAWFUL TO:

Updated 8/16

• Discriminate in hiring, firing, training, disciplining, compensation, advancement and other terms or conditions of employment; 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 • 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 appropriate remedial relief.

"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.

#### 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

1974, Indiana Code 22-8-1.1, is to assure, so far as possible, safe each non-serious violation. Any employer who fails to correct a violation within the prescribed abatement period may be assessed The Indiana Department of Labor has primary responsibility for a CIVIL penalty of not more than \$7,000 for each day beyond the abatement date during which such violation continues. Except as administering and enforcing the Act and the safety and health 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 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 \$9,472 for each violation and may be assessed a civil penalty of up to \$132,598 for each violation.

#### All employees shall comply with Occupational Safety and Health Standards and all rules, regulations, and orders issued under the **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 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

Employees who believe they have been discriminated against may Under a plan approved March 6, 1974, by the U.S. Department of file a complaint with the Department of Labor within 30 days of Labor, Occupational Safety and Health Administration (OSHA), the alleged discrimination. Please note that extensions of the 30the State of Indiana is providing job safety and health protection day filing requirement may be granted under certain special for workers throughout the State. OSHA will monitor the circumstances, such as where the employer has concealed or 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, would not be considered justification for an extension of the 30-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 Dearborn Street, Chicago, Illinois 60604, Telephone Number said complaint and upon finding discrimination in violation of the Act, shall order the employer to provide necessary relief to the (312) 353-2220. employees. This relief may include rehiring, reinstatement to the

#### **MORE INFORMATION:**

All employees are also afforded protection from discrimination under Federal Occupational Safety and Health Act and may file a INDIANA DEPARTMENT OF LABOR 402 West Washington Street, Room W195 Indianapolis, Indiana 46204 Telephone: (317) 232-2655 TT/Voice: (800) 743-3333

the employer to INSafe. Telephone Number (317) 232-2688. **COVERAGE:** 

by the Atomic Energy Commission.

#### NOTE:

complaint with the U.S. Secretary of Labor within 30 days of the (317) 233-3790 Fax:

PRODUCT ID: IN2-27X40-ENG

INTRODUCTION

**EMPLOYERS:** 

EMPLOYEES:

**INSPECTION:** 

**COMPLAINT:** 

The intent of the Indiana Occupational Safety and Health Act of

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

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

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.

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

consult with a reasonable number of employees.

Felephone Number (317) 232-2693.

acting to exercise their rights under the Act.

job with back pay, and restoration of seniority.

alleged discrimination.

**VIOLATION NOTICE:** 

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

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:

## SAFETY AND HEALTH PROTECTION ON THE JOB **PROPOSED PENALTIES**

When an alleged violation of any provision of the Act has occurred, the Department of Labor shall promptly issue a written Internet: http://www.in.gov/labor 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.



### **Federal Minimum Wage** \$7.25 PER HOUR BEGINNING JULY 24, 2009

#### The law requires employers to display this poster where employees can readily see it.

**OVERTIME PAY:** 

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.

#### TIP CREDIT:

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

#### **ENFORCEMENT:**

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 <u>www.in.gov/dol/youthemployment.htm.</u>

*Your 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?

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. Updated 1/1

## **USERRA**

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS • 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 and present members of the uniformed services, and applicants to the uniformed services.

#### **REEMPLOYMENT RIGHTS**

Updated 8/1

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 conditions.

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**

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.

#### ENFORCEMENT

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



## **Equal Employment Opportunity**

Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in

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

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion,

## **Equal Opportunity**

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) 628-2909

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

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



## **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.

#### PROHIBITIONS

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.

#### **EXAMINEE RIGHTS**

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.

#### ENFORCEMENT

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





employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

**National Origin** 

#### 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 **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**

TIME

FIRE-RESCUE:

PAY	CHECKS ARE ISSUED ON THE	AND _	 OF THE MONTH

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## **Emergency Notice**

AMBULANCE:

#### 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) Unions 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: Race 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 medical history)

• Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.

#### What Employment Practices can be Challenged as **Discriminatory**? All aspects of employment, including: • Discharge, firing, or lay-off • Harassment (including unwelcome verbal or physical conduct) • Hiring or promotion Assignment Pay (unequal wages or compensation) • 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.

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:// publicportal.eeoc.gov/Portal/Login.aspx

**Call** 1–800–669–4000 (toll free) 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 filing a charge of discrimination, is available at www.eeoc.gov.

sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

#### 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 gualified 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.

#### 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) U.S. Department of Labor 200 Constitution Avenue, N.W. 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.

## **No Smoking**

## **Smoking Is Prohibited By State Law**



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.

The law. House Enrolled Act 1149. will also prohibit smoking within eight feet of a public entrance to a public place 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 administrato
(name of	carrier/administrator)
(m	ailing 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**

THIS FIRM IS SUBJECT TO THE INDIANA WORKFORCE DEVELOPMENT ACT



**EMPLOYERS HOLDING FEDERAL CONTRACTS OR** Individuals with Disabilities 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 bases:

Section 504 of the Rehabilitation Act of 1973, as amended, 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 assistance.

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.

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,

www.in.gov/dwd



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