EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL



Know Your Rights: Workplace Discrimination is Illegal The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able

Who is Protected? Employees (current and former), including Job applicants Union members and applicants for membership What Organizations are Covered?

Most private employers State and local governments (as employers) Educational institutions (as employers) Staffing agencies What Types of Employment Discrimination are

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, childbirth, and related medical 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)

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

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

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

of employment, including the executive level.

aspects of employment by Federal contractors. Disability discrimination

discrimination based on inquiring about, disclosing, or discussing their

compensation or the compensation of other applicants or employees.

• Retaliation for filing a charge, reasonably opposing • Conduct that coerces, intimidates, threatens, or discrimination, or participating in a discrimination interferes with someone exercising their rights, lawsuit, investigation, or proceeding • Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation

What Employment Practices can be Challenged All aspects of employment, including: Discharge, firing, or lay-off Harassment (including unwelcome verbal or physical conduct) Hiring or promotion

• Pay (unequal wages or compensation) • Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice Job training

• Obtaining or disclosing genetic information Requesting or disclosing medical information

Classification

of employees • Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding



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.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance **Protected Veteran Status** The Vietnam Era Veterans' Readjustment Assistance Programs (OFCCP) enforces the nondiscrimination and affirmative action Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination commitments of companies doing business with the Federal Government. against, and requires affirmative action to recruit, employ, and advance in If you are applying for a job with, or are an employee of, a company with a employment, disabled veterans, recently separated veterans (i.e., within Federal contract or subcontract, you are protected under Federal law from three years of discharge or release from active duty), active duty wartime or discrimination on the following bases: campaign badge veterans, or Armed Forces service medal veterans. Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National **Retaliation** Retaliation is prohibited against a person who files a complaint Origin Executive Order 11246, as amended, prohibits employment of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors based on race, color, religion, sex, sexual discrimination by Federal contractors under these Federal laws. Any person orientation, gender identity, or national origin, and requires affirmative action who believes a contractor has violated its nondiscrimination or affirmative

> 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)

action obligations under OFCCP's authorities should contact immediately:

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 <u>https://ofccphelpdesk.dol.gov/s/</u>, 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.

and advance in employment qualified individuals with disabilities at all levels

Individuals with Disabilities 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.

(Revised 6/27/2023)

INDIANA MINIMUM WAGE



INDIANA'S MINIMUM WAGE LAW

\$7.25 per hour

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 ½ 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

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 EmployeesGenerally, 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.

ViolationsIndiana 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

VETERAN BENEFITS AND SERVICES





Tax Credits & Property Tax Exemptions, Veteran License Plates Veteran

in.gov/dva (317) 232-3910 Locate your County Veteran Service Office

The Military Assistance Project (MAP) is a statewide project that provides

ndiana provides employment services to Veterans at WorkOne Centers.

Veterans go to the front of the line and each office has an onsite Veteran's

free civil legal advice and direct representation to eligible low-income

Hoosier militar members, veterans, and their dependents.

Employment and Reemployment

representative that assists with employment needs.

and Dependent Education Benefits, Military Family Relief Fund

Reduced Hunting & Fishing License, Women Veteran Programs

Indiana Veterans Memorial Cemetery, Indiana Veterans Home

Veterans whose service made an existing condition worse.

State of Indiana Benefits and Services

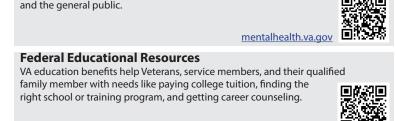
VETERAN BENEFITS & SERVICES



Federal Disability Compensation

Legal Assistance

Substance Abuse & Mental Health Treatment VA has a variety of mental health resources, information, treatment VA disability compensation (pay) offers a monthly tax-free payment to options and more, all accessible to Veterans, Veterans' supporters Veterans who got sick or injured while serving in the military and to



Indiana Bureau of Motor Vehicles Military, Veteran, & Surviving Spouse Indicators License Plates Supporting Veterans and Military Military-Provided Motorcycle Safety Courses Plate & Driver License Renewal/Replacement Military CDL Skills Waiver Program Voting for Military Overseas Citizens in.gov/bmv/resources/military-famil

Minority Veteran Resources The Center for Minority Veterans is the Department of Veterans Affairs model for inter-and intra-agency co- operation, to ensure all veterans receive equal service regardless of race, origin, religion, or gender. va.gov/centerforminorityveterans









COUNTY VETERAN OFFICER (CVSO) SCAN HERE!







indianalegalservices.org/map

Indiana Department of Veterans Affairs (800) 400-4520 IN.GOV/DVA

WORKER'S COMPENSATION NOTICE

WORKERS' COMPENSATION

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) (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

Indiana Worker's Compensation Board

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009

OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours worked CHILD LABOR An employee must be at least 16 years old to work in most nonfarm 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. **PUMP AT WORK** The FLSA requires employers to provide reasonable break time

for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. • Employers must 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 law. Civil money penalties may also be assessed for violations of the FLSA's

The law requires employers to display this poster where employees can 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

Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements. 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.





DISCRIMINATION

INDIANA & FEDERAL LABOR LAW POSTER



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

limited circumstances)

Denying a reasonable accommodation to a qualified individual with a disability or an employee with deeply held religious beliefs Conducting medical examinations (except in

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 ndiana Civil Rights Commission 100 North Senate Avenue, Room N103 ndianapolis, 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



Regular Paydays for Employees of

(Company Name)

Shall be as follows:

Bi-Weekly Monthly Other

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed form W-4 with your employer See your employer for a copy of Form W-4 or call Marry or divorce? Gain or lose a dependent?

Change your name? Were there major changes to... Your nonwage income (interest, dividends, capital gains, etc.)? Your family wage income (you or your spouse

started or ended a job)?

file a new form W-4.

Your itemized deductions?

Your tax credits? If you can answer "YES"... To any of these questions or you owed extra tax when you filed your last return, you may need to 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 **Employer**: Please post or publish this Bulletin Board

indicate where they can get forms and information on this subject. Publication 213 (Rev. 8-2009) Cat. No. 11047P

Poster so that your employees will see it. Please



USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT







HEALTH INSURANCE PROTECTION

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

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 f 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

service; • have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer may not deny n employment; • promotion; or • any benefit of

If you: • are a past or present member of the uniformed you: • initial employment; • reemployment; • retention employment, because of this status. n addition, an employer may not retaliate against

anyone assisting in the enforcement of USERRA rights,

with a proceeding under USERRA, even if that person

including testifying or making a statement in connection

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.

• 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

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/

• 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.

Publication Date — May 2022

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.



has no service connection.







It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

ANTI-DISCRIMINATION NOTICE

For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

UNEMPLOYMENT INSURANCE



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 for unemployment insurance.

www.in.gov/dwd | 1-800-891-6499

For TDD/TYY: 317-232-7560 X-11 1-2024

FMLA - FAMILY AND MEDICAL LEAVE ACT

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying information to your employer so they can determine whether the leave family and medical reasons. The U.S. Department of Labor's Wage and Hour

Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month

The birth, adoption or foster placement of a child with you, Your serious mental or physical health condition that makes you unable to

To care for your spouse, child or parent with a serious mental or physical health condition, and Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the You have the right to use FMLA leave in **one block of time.** When it is medically

necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid

leave policy covers the reason for which you need FMLA leave. Am I eligible to take FMLA leave? You are an eligible employee if all of the following apply: You work for a covered employer,

You have worked for your employer at least 12 months, You have at least 1,250 hours of service for your employer during the 12 months before your leave, and Your employer has at least 50 employees within 75 miles of your work location. Airline flight crew employees have different "hours of service" requirements. You work for a **covered employer** if **one** of the following applies:

You work for a private employer that had at least 50 employees during at

least 20 workweeks in the current or previous calendar year, You work for an elementary or public or private secondary school, or You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave? Generally, to request FMLA leave you must: Follow your employer's normal policies for requesting leave, Give notice at least 30 days before your need for FMLA leave, or

If advance notice is not possible, give notice as soon as possible.

You **do not** have to share a medical diagnosis but must provide enough qualifies for FMLA protection. You must also inform your employer if FMLA **leave was previously taken** or approved for the same reason when requesting

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency. 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.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do? If you are eligible for FMLA leave, your • Allow you to take job-protected time off work for a qualifying reason, • Continue your group health plan coverage while you are on leave on the

same basis as if you had not taken leave, and Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at

the end of your leave. Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or

cooperating with a WHD investigation. After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible,

· About your FMLA rights and responsibilities, and • How much of your requested leave, if any, will be FMLA-protected leave. Where can I find more information

your employer must notify you in writing:

Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with

WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD



WAGE AND HOUR DIVISION

EMPLOYEE POLYGRAPH PROTECTION ACT

complaint process.

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT 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. ROHIBITIONS Employers are generally prohibited from requiring or requesting any employee or job applicant to take

a lie detector test, and from discharging, disciplining, or

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 discriminating against an employee or prospective employee testing, the right to refuse or discontinue a test, and the right for refusing to take a test or for exercising other rights under 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. WH1462 REV 02/22





CHILD LABOR LAWS

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.

3 hours per school day

8 hours per non-school day

Teen Work Hour Restrictions

14- and 15-year-old minors

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)

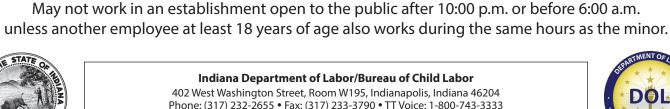
16- and 17-year-old minors

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 after 10:00 p.m. or before 6:00 a.m.



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



OCCUPATIONAL SAFETY AND HEALTH PROTECTION

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. Requirements of the Act include the following:

Each employer shall establish and maintain conditions of work

which are reasonably safe and healthful for employees and free

All employees shall comply with Occupational Safety and Health

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.

Telephone Number (317) 232-2693.

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.

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 30-day 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 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

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

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. When an alleged violation of any provision of the Act has Fax:

the job with back pay, and restoration of seniority.

provided or 3 days, whichever is longer.

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 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.

The Act encourages efforts by labor and management, before

the Department of Labor inspections, to reduce injuries and

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

The Act does not cover those hired for domestic service in or

about a private home and those covered by a federal agency.

cited violations. This service is available upon a written request from the employer to INSafe. Telephone Number (317) 232-2688.

VOLUNTARY ACTIVITY:

illnesses arising out of employment.

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

occurred, the Department of Labor shall promptly issue a written Internet: http://www.in.gov/labor



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