



Indiana Department of Labor
402 West Washington St., Rm 195
Indianapolis, IN 46204
(317) 232-2655
www.in.gov/dol

INDIANA 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 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

DISCRIMINATION IS! AGAINST THE LAW!

Federal laws protect you, and other people, from discrimination by some or all of the programs of the business, organization, or office where you are reading this poster. The Civil Rights Center (known as "CRC"), in the U.S. Department of Labor, is in charge of overseeing many of these laws. It does not matter if you are a customer wanting or needing services; an employee of the business, organization, or office; a person applying for a job;

or a member of the general public. If you have contact with a program that is covered by one of the laws, the program cannot discriminate against you. CRC has designed this poster to explain:

- what your rights are, and
- where you can file a complaint if you believe the law has been violated.

These types of discrimination are against the law

A program that is covered by one of the laws mentioned at the top of this poster is not allowed to discriminate on any of the following bases (types of discrimination):

For customers, applicants, employees, and the general public:

- race • color • national origin • religion
- sex • age • disability • political affiliation or belief

For customers only:

- citizenship or status to work legally in the US
- being part of any program that gets a specific type of "financial assistance" from the Federal government under a specific law (the Workforce Investment Act).

How can I file a discrimination complaint?

If you think:

- a program of this business, organization, or office has discriminated against you, or against any specific group of people, and
- the type of discrimination you think happened is on the list you will find elsewhere on this poster, then you have the right to file a discrimination complaint.

Is there a time limit for filing a complaint? Yes. You must file a discrimination complaint within 180 days of the day on which the discrimination took place. The only person who can let you file your complaint late is the Director of the Civil Rights Center (CRC), in Washington, DC. If you want to file a complaint more than 180 days after the discrimination, you must write to the CRC Director, explain why you should be allowed to file your complaint late, and ask for permission. Look for the address for CRC on this poster.

What should the complaint include?

The complaint must be filed in writing. It should include this information:

- Your name
- Your address
- Your signature
- The name and address of the program, business, organization, or office you think discriminated against you or against a specific group of people.
- The date when you think the discrimination took place.
- The types of discrimination you think are involved in the case (for example, race, sex, disability, age).
- The names of any people who were involved in the discrimination, including any witnesses.

You must also explain what happened, and why you think discrimination took place.

Do I have to file the complaint myself? You may file the complaint through a "representative." Your representative may be a lawyer, a family member, a social worker, a union steward, or anyone else you choose to file the complaint for you. If a representative files your complaint for you, these three things must be on the complaint.

- First, your representative's name must be on the complaint.
- Second, the complaint must say that your representative is filing the complaint for you.
- Third, you must personally sign the complaint.

Where may I file a complaint? You can choose one of two possible places to file your complaint.

The state or local level. If you would like to file your complaint at the state or local level, here is the contact information for the correct office:

[INSERT IN THIS SPACE

THE ADDRESS AND OTHER CONTACT INFORMATION
FOR FILING A COMPLAINT AT
THE STATE OR LOCAL LEVEL]

The Federal government's Civil Rights Center. If you would like to file your complaint with the Civil Rights Center, please send it to this address:

U.S. DEPARTMENT OF LABOR
CIVIL RIGHTS CENTER
200 CONSTITUTION AVE. NW
ROOM N4123
WASHINGTON, DC 20210

If you have any questions, you may contact CRC by phone or e-mail:

Phone: (202) 693-6500

TTY/TDD: (202) 693-6516

Email: CivilRightsCenter@dol.gov

Or check CRC's website: <http://www.dol.gov/oasam/programs/crc>

CRC's business hours are 9 am to 5 pm, Eastern Time.

Do I need to use a special form to file the complaint?

- If you file your complaint with CRC, you do not have to use a special form at first. You just need to make sure to send us all of the information on the list in the "What should the complaint include?" section of this poster. But if you do not use our complaint form, we will ask you to fill out a copy of the form before we begin working on your complaint.
- If you would like to file your complaint at the State or local level, you also do not need to use a special form at first. But the office where you file your complaint may also ask you to fill out one or more forms before its staff begins working on your complaint. Please use the contact information above to check with that office.

Where can I get a copy of CRC's complaint form?

- Are you able to use the Internet to print forms? If yes, CRC's website has copies of the complaint form, in either English or Spanish.
 - This is the Web address for the form in English:
[http://www.dol.gov/oasam/programs/crc/CIFEng\(Wd\)08.doc](http://www.dol.gov/oasam/programs/crc/CIFEng(Wd)08.doc)
 - This is the Web address for the form in Spanish:
[http://www.dol.gov/oasam/programs/crc/CIF\(Span\)08.doc](http://www.dol.gov/oasam/programs/crc/CIF(Span)08.doc)
- If you are not able to use the Internet to print forms, you may get a copy of CRC's complaint form in one of these ways:
 - You may write to CRC to ask for a copy of the form. Look for CRC's mailing address on this poster.
 - The business, organization, or office where you are reading this poster should be able to give you a copy of the form.

KNOW YOUR RIGHTS!



INDIANA DEPARTMENT OF
WORKFORCE
DEVELOPMENT

This Business is Subject to Indiana's Unemployment Insurance Laws

If you lose your job or work less than full time, you may be eligible for unemployment insurance benefits. Information is available on-line at www.in.gov/dwd. Computers are available at any Indiana WorkOne Center.

No deductions are made from employees' pay for unemployment insurance. This employer pays for unemployment insurance.

www.in.gov/dwd

1-800-891-6499

For TDD/TYY: 317-232-7560

SAFETY AND HEALTH PROTECTION ON THE JOB

INTRODUCTION:

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:

EMPLOYERS:

Each employer shall establish and maintain conditions of work which are reasonably safe and healthful for employees and free from recognized hazards that are causing or likely to cause death or serious physical harm to employees. The Act further requires that employers comply with the Occupational Safety and Health Standards, Rules, and Regulations.

EMPLOYEES:

All employees shall comply with Occupational Safety and Health Standards and all rules, regulations, and orders issued under the Act, which are applicable to their own actions and conduct.

INSPECTION:

The Act 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.

COMPLAINT:

Employees have the right to file a complaint with the Department of Labor. There shall be an inspection where reasonable grounds exist for the Department of Labor to believe there may be a hazard. Unless permission is given by the employees complaining to release their names, they will be withheld from the employer. Telephone Number (317) 232-2693.

The Act provides that no employer shall discharge, suspend, or otherwise discriminate in terms of conditions of employment against any employees for their failure or refusal to engage in 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 the job with back pay, and restoration of seniority.

All employees are also afforded protection from discrimination under Federal Occupational Safety and Health Act and may file a complaint with the U.S. Secretary of Labor within 30 days of the alleged discrimination.

VIOLATION NOTICE:

When an alleged violation of any provision of the Act has occurred, the Department of Labor shall promptly issue a written order to the employer, who shall be required to post it prominently at or near the place where the alleged violation occurred until it is made safe and required safeguards are provided or 3 days, whichever is longer.

PROPOSED PENALTIES:

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.

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.

NOTE:

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
Fax: (317) 233-3790
Internet: <http://www.in.gov/labor>

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





Equal Employment Opportunity is the Law

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations with six or more persons are protected under State and Federal law from discrimination on the following bases:

Race | Color | Sex | Disability | Ancestry | Religion | National Origin | Veteran Status

This includes:

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

Denial of equal benefits or privileges

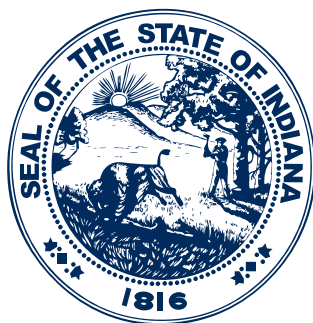
Denying a reasonable accommodation to a qualified individual with a disability or an employee with deeply held religious beliefs

Conducting medical examinations (except in limited circumstances)

Harassing employees because of their membership in a protected class

Retaliating against a person for filing a complaint, testifying at a hearing or assisting in an investigation

Failing to hire an applicant based on their status as a veteran



Contact Us

Indiana Civil Rights Commission
100 North Senate Avenue, Room N103
Indianapolis, IN 46204

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

Smoking Is Prohibited By State Law



Did You Serve in the U.S. Military? Are You Still Serving?

Active Duty

Reserves

National Guard



VETERAN BENEFITS & SERVICES

Substance Abuse & Mental Health Treatment

VA has a variety of mental health resources, information, treatment options and more, all accessible to Veterans, Veterans' supporters and the general public.



mentalhealth.va.gov

Federal Disability Compensation

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



va.gov/disability

Federal Educational Resources

VA education benefits help Veterans, service members, and their qualified family members with needs like paying college tuition, finding the right school or training program, and getting career counseling.



va.gov/education

State of Indiana Benefits and Services

- Tax Credits & Property Tax Exemptions
- Veteran License Plates
- Veteran and Dependent Education Benefits
- Military Family Relief Fund
- Reduced Hunting & Fishing License
- Women Veteran Programs
- Indiana Veterans Memorial Cemetery
- Indiana Veterans Home

in.gov/dva (317) 232-3910

Locate your County Veteran Service Office



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-families

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

Legal Assistance

The Military Assistance Project (MAP) is a statewide project that provides free civil legal advice and direct representation to eligible low-income Hoosier military members, veterans, and their dependents.



indianalegalservices.org/map

Employment and Reemployment

Indiana provides employment services to Veterans at WorkOne Centers. Veterans go to the front of the line and each office has an onsite Veteran's representative that assists with employment needs.



in.gov/dwd/veterans-services/contacts

VA
va.gov

U.S. Department
of Veterans Affairs
(800) 698-2411

YOU HAVE A LOCAL EXPERT
FIND YOUR

COUNTY VETERAN SERVICE
OFFICER (CVSO)

**SCAN
HERE!**

(800) 400-4520

855.VA.WOMEN
WOMEN VETERANS
CALL CENTER
Call or Text: 1-855-829-6636

**Veterans
Crisis Line**

**Military
Crisis Line**

1-800-273-8255 **PRESS 1**

Indiana Department of Veterans Affairs

(800) 400-4520 IN.GOV/DVA



WORKER'S COMPENSATION NOTICE

Your employer is required to provide for payment of benefits under the Worker's Compensation Act of the State of Indiana.

Any employee who is injured while at work should report the injury immediately to their supervisor, employer, or designated representative.

The worker's compensation insurance carrier or the administrator for

_____ **is:** _____
(name of company) (name of insurance carrier or administrator)

(name of carrier/administrator)

(mailing address)

(city, state, zip)

(telephone number)

(contact person)

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

**Worker's Compensation Board of Indiana
Ombudsman Division
402 W. Washington St., Rm W196
Indianapolis, IN 46204
(317) 232-3808
1-800-824-2667**

Company	WC Company	Account Number	Phone Number	WC Company Address
Creative	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
Indigenous	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
DN Investments	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
Channel Blend	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
ET	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
Professional Services	Travelers	UB-B3770132-25-13	1.800.252.4633	P.O. Box 660456 Dallas, TX 75266-0456
DNEDA	Hudson Insurance Group/Tribal First	OBH-0105127-10	866.546.3981	100 William St, New York, NY 10038
Unami	Hudson Insurance Group/Tribal First	OBH-0105127-10	866.546.3981	100 William St, New York, NY 10038