



1961 Diamond Springs Road
Virginia Beach, VA 23455
Phone (757) 460-6308
Fax (757) 460-0317

INDIANA EMPLOYEES

MANCON Employees,

Included in this packet is the following information:

1. Fair Employment Poster (English and Spanish)
2. Child Labor Notice
3. Minimum Wage
4. Indiana OSHA
5. Unemployment Compensation Notice (English and Spanish)
6. Equal Opportunity Notice
7. Workers Compensation Notice (English and Spanish)

If you have any questions, please contact your supervisor.

Thanks,
Human Resources

EQUAL OPPORTUNITY IS THE LAW

EMPLOYMENT



Form F-15 Revised 02/01/04



Misión de la Comisión de Derechos Civiles de Indiana

Las leyes de los derechos civiles de Indiana (IC 22-9-1; IC 22-9-5; IC 22-9.5) declaran que es la orden pública del Estado de Indiana proveer a todos sus ciudadanos igualdad de oportunidad, y es ilegal discriminar en las áreas de EMPLEO, bienes raíces, educación, alojamientos públicos o crédito por razones de raza, religión, color, sexo, discapacidad, linaje, origen nacional y estado familiar (solamente vivienda).

EMPLEO

ENTIDADES CUBIERTAS:

1. Empleadores de seis (6) o más personas;
2. El Estado de Indiana y cualquiera de sus subdivisiones políticas o civiles;
3. Uniones y otras organizaciones laborales; y
4. Agencias de empleo.



ES ILEGAL:

- Discriminar en contratación, despido, entrenamiento, disciplina, compensación, ascenso y otros términos o condiciones de empleo;
- Negar igualdad de beneficios o privilegios;
- Negar una acomodación razonable a una persona calificada con una discapacidad;
- Llevar a cabo exámenes médicos (excepto en circunstancias limitadas);
- Hostigar a empleados por ser miembros de una clase protegida; y
- Tomar represalias contra una persona por presentar una queja, testificar en una audiencia o ayudar en una investigación.

Personas que sientan haber sufrido discriminación como se define arriba deben presentar una queja firmada y verificada con la Comisión de Derechos Civiles de Indiana dentro de los 180 días a partir de la fecha del presunto acto de discriminación.

Las personas que se les encuentre haber cometido actos discriminatorios ilegales pueden ser sujetas a una orden de cesamiento y abstención, daños monetarios, y otro sustituto de remedio apropiado.



“La moral no se puede legislar, pero la conducta se puede regular.”
—Dr. Martín Luther King, Hijo

COMISIÓN DE DERECHOS CIVILES
DEL ESTADO DE INDIANA
100 North Senate Ave., Rm. N103
Indianapolis, Indiana 46204

Oficina: (317) 232-2600
Gratis: (800) 628-2909
Con problemas auditivos: (800) 743-3333
FAX: (317) 232-6580
Bienes raíces/Vivienda: (866) 3FAIR4U
Página Web: www.in.gov/icrc/

Proporcionado por:
El Centro de Educación Pública e Información de Mayor Alcance de la Comisión de Derechos Civiles de Indiana

Formulario E-15 Revisado 02/01/04

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 that minors may be permitted to work in 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 of this poster or for further information, please visit www.in.gov/dol/childlabor.htm.

14 and 15 year olds

- 3 hours per school day
- 8 hours per non-school day
- 18 hours per school week
- 40 hours per non-school week
- No work before 7:00 a.m. or after 7:00 p.m.
 - ▶ 14 and 15 year olds may work until 9:00 p.m. from June 1 to Labor Day

17 year olds

- 8 hours per day
- 9 hours per day*
- 30 hours per week
- 40 hours per school week*
- 48 hours per non-school week*
- No more than 6 working days per week
- No work before 6:00 a.m. on school days
- Until 10:00 p.m. on nights followed by a school day
- Until 11:30 p.m. on nights followed by a school day, or*
- Until 1:00 a.m. on nights followed by a school day*
 - ▶ Minors may not work until 1:00 a.m. on consecutive nights and not more than two school nights per week

16 year olds

- 8 hours per day
- 9 hours per day*
- 30 hours per week
- 40 hours per school week*
- 48 hours per non-school week*
- No more than 6 working days per week
- No work before 6:00 a.m.
- Until 10:00 p.m. on nights followed by a school day
- Until 12:00 a.m. on nights not followed by a school day*

** Requires written parental permission. This permission must be on file with employer at the location where the minor is working.*

BREAK REQUIREMENTS FOR MINORS

Workers under the age of 18 must receive one or two breaks totaling 30 minutes when scheduled to work 6 or more consecutive hours (e.g. two breaks of 15 minutes each or one 30 minute break). The employer must maintain a break log for all workers under the age of 18.

WORKING BEFORE 6:00 A.M. OR AFTER 10:00 P.M.

Workers under the age of 18 must be accompanied by a co-worker who is at least 18 years of age when working before 6:00 a.m. or after 10:00 p.m. in an establishment that is open to the public.

WORKING DURING SCHOOL HOURS

14 and 15 year olds may not work on a school day after 7:30 a.m. and before 3:30 p.m. 16 and 17 year olds may only work during school hours if the employer has written permission issued by the school that the minor attends.

GRADUATES / WITHDRAWN FROM SCHOOL

16 and 17 year olds who have withdrawn from school or who have graduated from high school or a high school equivalency are not subject to the hour restrictions listed above.

Indiana Minimum Wage Law

\$7.25 per hour effective July 24, 2009

Indiana law requires this poster to be displayed in a conspicuous place in the area where employees are employed.

Most Indiana employers and employees are covered by the minimum wage and overtime provisions of the federal Fair Labor Standards Act (FLSA); however those not covered under federal law may still be covered by the Indiana Minimum Wage Law.

Both the federal and Indiana state minimum wage will increase from \$6.55 per hour to \$7.25 per hour, effective July 24, 2009.

The Indiana Minimum Wage Law generally requires employers to pay employees at least the minimum wage for all hours worked and to pay employees 1 ½ times their regular rate of pay ("Overtime compensation") when employees work more 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.



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

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. Also, any employer who knowingly or repeatedly violates the Act may be assessed CIVIL penalties of not more than \$70,000 for each violation. A minimum penalty of \$5,000 may be imposed for each knowing violation. A violation of posting requirements can bring a penalty of up to \$7,000.

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/dol>

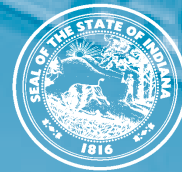


Lori A. Torres
Commissioner of Labor



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

THIS BUSINESS IS SUBJECT TO INDIANA'S UNEMPLOYMENT INSURANCE LAWS



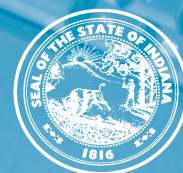
INDIANA
WORKFORCE
DEVELOPMENT

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 office.

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

If you have more questions about this program, we encourage you to visit our website, www.in.gov/dwd or call 1-800-891-6499.

Esta Firma Es Sujeta A El Acto De Indiana Desarrollamento De Labor.



INDIANA
WORKFORCE
DEVELOPMENT

Si usted pierde su empleo o trabaja menos de tiempo completo, descubra si usted puede ser elegible para el seguro de desempleo reportandose inmediatamente a la oficina mas cercana de Indiana Desarrollamento De Labor.

Para solicitar beneficios, por favor traiga su tarjeta de Seguro Social, el nombre y la direccion correcta de su mas reciente patron.

No se hace ningunas deducciones de el pago de los empleados departe del seguro de desempleo. Este patron paga este impuesto. Si usted tiene mas preguntas sobre este programa, pongase en contacto col el departamento de Indiana Desarrollamento De Labor, Avenida Del Norte Del Senado 10, Indianapolis, IN 46204. Telefono: 1-800-891-6499.



EQUAL OPPORTUNITY IS THE LAW

It is against the law for the Indiana Department of Workforce Development (DWD), a recipient of federal financial assistance to discriminate on the following basis:

Against any individual in the United States on the basis of race, age, color, religion, sex, national origin, disability, political affiliation or belief; and against any beneficiary of programs financially assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIA Title I-financially assisted program or activity.

DWD Must Not Discriminate in Any of the Following Areas:

Deciding who will be admitted, or have access, to any WIA Title I-financially assisted programs or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decision in the administration of, or in connection with, such a program or activity.

What To Do If You Believe You Have Experienced Discrimination:

If you think you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Ms. Angela Roosa
State Equal Opportunity Officer for WIA
Bureau of Workforce Development
10 N. Senate Avenue, Room SE115
Indianapolis, IN. 46204

or:

The Director of the Civil Rights Center (CRC)
U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123
Washington, DC 20210

If you file your claim with DWD, you must either wait until DWD issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above).

If DWD does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90 day deadline (in other words within 120 days after the day on which you filed your complaint with DWD).

If DWD does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the DWD Notice of Final Action.

DWD is an equal opportunity employer and complies with all state and federal nondiscrimination laws in the administration of its programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact the Local Workone Office nearest you or the State Equal Opportunity Officer for WIA, Angela Roosa at (317) 232-7475 or TTY (317) 234-3535.

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

MANCON is: Liberty Mutual
(name of company) (name of insurance carrier or administrator)

Liberty Mutual
(name of carrier/administrator)

424 South Woods Mill Rd Ste 100
(mailing address)

chesterfield MO 63017
(city, state, zip)

866-568-1119
(telephone number)

Claims Representative
(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**

NOTICIA DE COMPENSACION PARA TRABAJADORES

A su empleador le es requerido proveer pagos de beneficios bajo el Acta de Compensación para Trabajadores del Estado de Indiana.

Cualquier empleado que sea lesionado mientras esté trabajando debe reportar el accidente laboral inmediatamente a su supervisor, empleador o representante designado.

La compañía de seguro de compensación del trabajador o el administrador de la compañía
_____**MANCON**_____ es:
(nombre de la compañía)

_____**Liberty Mutual**_____
(nombre de la compañía de seguro/administrador)

_____**424 South Woods Mill Rd Ste 100**_____
(dirección)

_____**chesterfield MO 63017**_____
(ciudad, estado, código postal)

_____**866-568-1119**_____
(número de teléfono)

_____**Claims Representative**_____
(persona de contacto)

Para más información acerca de sus derechos o los procedimientos bajo el sistema de compensación para trabajadores de Indiana, llame o escriba a:

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