

SOUTH DAKOTA LABOR LAW POSTINGS



NOTICE TO EMPLOYEES

NOTICE TO EMPLOYEES

State regulations and laws protect employees' rights. As your employer, we have displayed this required posting in full compliance with the laws and regulations created to make you more fully aware of your rights. Should there be any questions or need for clarification, contact your immediate supervisor or the human resources department. We believe you have a right to know your protected rights.

Contact:

Department:

Telephone #

EMERGENCY INFORMATION

EMERGENCY

AMBULANCE _____

FIRE - RESCUE _____

HOSPITAL _____

PHYSICIAN _____

ALTERNATE _____

POLICE _____

CPR Contacts _____

Name Ext.

Name Ext.

Name Ext.

WORKPLACE SAFETY

TOGETHER EVERYONE ACHIEVES MORE

BE PART OF THE SAFETY TEAM



UNEMPLOYMENT INSURANCE

Notice to Employees: Availability of Unemployment Compensation

Employees in this establishment are covered under the South Dakota Reemployment Assistance (RA) law. Benefits are available to workers who become unemployed or whose working hours are reduced to less than full-time, if they are:

- Able to work,
- Available for full-time work, and
- Meet certain eligibility requirements.

Employees who voluntarily quit without good cause, are discharged or suspended for misconduct, or refuse to accept suitable work may be denied benefits.

You may file an RA claim in the first week employment ends or hours are reduced.

If you have questions about the status of your RA claim, you can call the Customer Service Center at 605.626.2452, email DLRRAClaims@state.sd.us or log in to your account.

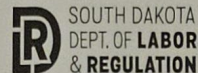
To file a claim online, visit sd.gov/rabenefits 24 hours a day, seven days a week.

To file a claim by phone, call the Claims Call Center at 605.626.3179, Monday through Friday, 8 a.m. to 4:20 p.m. (Central Time). Applicants with speech or hearing impairments can call 711 or 800.877.1113.

You will need to provide the following information for DLR to process your claim:

- Full legal name
- Social Security Number
- Driver's license number or State ID number
- Employment history for the last 18 months
- Authorization to work (if you are not a U.S. citizen or resident)

PLEASE POST THIS NOTICE IN A VISIBLE PLACE.



Reemployment Assistance Division
420 S Roosevelt St | PO Box 4730
Aberdeen, SD 57402-4730

ALABAMA LABOR LAW POSTINGS



CHILD LABOR



ALABAMA CHILD LABOR LAWS

Each employer shall obtain and display the proper Child Labor Certificate(s) for each location where minors under the age of 18 are employed. To apply for a certificate(s) go to www.labor.alabama.gov

Persons under 14 years of age SHALL NOT BE EMPLOYED

	Minors Age 14/15	Minors Age 16/17/18
Employment Certificate (Renewed Annually)	Class I Certificate To employ minors age 14/15	Class II Certificate To employ minors age 16/17
Work Time Restrictions (Minors Under age 19)	During the Months when Public Schools are in Session No more than 3 hours on any school day No more than 8 hours on a non-school day No more than 6 days per week No more than 18 hours per week Not before 7am or after 7pm on Any Day of the Week Not during school hours (8am-3pm)	During the Months when Public Schools are in Session Minors 16-17-18 years old who are enrolled in public or private school, may NOT work after 10pm or before 5am on a night preceding a school day.
	During Months when Public Schools are NOT in Session No more than 8 hours per day No more than 6 days per week No more than 40 hours per week Not before 7am or after 9pm each day	During Months when Public Schools are NOT in Session Minors 16 and older do not have an hour restriction during this time.
Breaks	A documented 30 minute break is required for any 14 or 15 year old who is employed for more than 5 hours continuously.	No breaks are required for employees 16 and older.
Occupations	See AL §25-8-33 to 35 for a detailed list of prohibited occupations	See AL §25-8-43 for a detailed list of prohibited occupations.
Record Keeping	Each employer must keep on premises an Employee Information Form (available at www.labor.alabama.gov), Proof of Age , and Time Records showing the number of hours worked each day, starting and ending times, and break times for each employee 18 years of age and younger.	

*Children of parents who own their own business are NOT exempt from Alabama Child Labor Law

Alcoholic Beverages

Employees must be:

21 to serve alcoholic beverages for consumption on premises (18 if licensee is RVP certified).
16 and older may be employed in such establishments as busboys, janitors, dishwashers, cooks, hostesses, or servers.

14 and 15 year old minors SHALL NOT work in any establishment that serves alcohol for consumption on premises.

(Note: Members of the immediate family of the owner or operator who are 14 or 15 years of age may be employed in such establishments provided they do not serve, sell, dispense, or handle alcohol.)

Inspections by the Department of Labor

The Department of Labor has the right to enter, without warrant or notice, any business establishment for the purpose of routine inspections. These visits shall be conducted as frequently as needed to ensure that minors are employed in compliance with this act. The department shall enforce this act and may administer fines and/or prosecution for any violation of this act.

This notice is to be posted in a conspicuous place. This notice is for reference only. For full text, consult §25-8-32 to 63. Any difference in state or federal law regarding child labor, the law providing the most protection to the minor takes precedence.

FOR MORE INFORMATION CONTACT:
The Alabama Department of Labor, Child Labor Enforcement
649 Monroe Street
Montgomery, AL 36131
(334)956-7390 www.labor.alabama.gov
child.labor@labor.alabama.gov

Published 2022

WORKERS' COMPENSATION

STATE OF ALABAMA WORKERS' COMPENSATION INFORMATION

DEPARTMENT OF LABOR

If you are injured on the job, or contract an occupational disease, notify your employer immediately.

Your employer will advise you of the physician to see for authorized medical treatment.

WORKERS' COMP INSURANCE CARRIER _____

TELEPHONE NUMBER _____

ASSISTANCE IS AVAILABLE UNDER THE ALABAMA WORKERS' COMPENSATION LAW INCLUDING MEDIATION SERVICE.

FOR INFORMATION CALL:
1-800-528-5166
Department of Labor
Workers' Compensation Division
649 Monroe Street
Montgomery, AL 36131

CODE OF ALABAMA, 1975, § 25-5-290(d), REQUIRES THAT THIS NOTICE BE POSTED IN ONE OR MORE CONSPICUOUS PLACES IN YOUR BUSINESS.

FORM WCC#1

UNEMPLOYMENT INSURANCE

YOUR JOB INSURANCE



Workers in this establishment are covered by the Alabama Unemployment Compensation Law.

YOU MAY BE ENTITLED TO BENEFITS IF:

- (1) You become totally or partially unemployed under conditions defined by law and you are otherwise eligible and qualified for benefits and
- (2) you are separated from your job through no fault of your own.

However, if you voluntarily leave your employment without good cause connected with your work or if you are discharged for "cause", your benefits may be postponed and reduced or entirely denied.

IMPORTANT: Be sure that your employer is using your correct social security number; if not, your claim may be delayed.

When you become unemployed:

- To file your unemployment claim, call toll free 1-866-234-5382 or file by internet at www.labor.alabama.gov.
- To obtain general information concerning your rights to benefits for either total or partial unemployment, call toll free 1-800-361-4524 or write to the Alabama Department of Labor, 649 Monroe Street Montgomery, Alabama 36131, or log on to our website at www.labor.alabama.gov.

ALABAMA DEPARTMENT OF LABOR

Alabama Administrative Code 480-4-2-.19 requires that this notice be posted conspicuously

REVISION DATE: 06/23

Scan this QR code for compliance verification.

PAYCHEX

HR | Payroll | Benefits | Insurance

FEDERAL LABOR LAW POSTINGS

EPPA: EMPLOYEE POLYGRAPH PROTECTION ACT

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.

PROHIBITIONS
Employers are generally prohibited from requiring or requesting an employer 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 Act. 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 tests subject to certain restrictions, to certain prospective employers of security service firms (armed 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.

EXAMINEE RIGHTS
The law does not preempt any provision of any State or local law that provides for 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. Employers 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.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR
www.dol.gov/eis/whd

EEOC: U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

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 to help.

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?

- Must have private employers
- Must have at least 15 employees
- State and local government (an employer)
- Educational institutions (an employer)
- Labor unions
- Local, state and federal government (an employer)
- State and local government (an employer)
- Educational institutions (an employer)
- Labor unions

What Types of Employment Discrimination are Illegal?

Under the EEOC laws, an employer may not discriminate against you, regardless of your immigration status, on the basis of:

- Race
- Color
- Religion
- National origin
- Sex (including pregnancy, childbirth, and related medical conditions, usual prenatal and postnatal care, and abortion)
- Age (18 and older)
- Disability
- Genetic information (including employer requests for, or purchase, use, or disclosure of, an individual's or family member's genetic test results)
- Retaliation for filing a charge, requesting a reasonable accommodation for a disability, or participating in an EEOC process
- Charge, reasonably stopping discrimination or participating in an EEOC process
- Interference with exercise of rights
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What Can You Do if You Believe Discrimination has Occurred?

Contact the EEOC immediately if you suspect discrimination. Do not delay because there are strict time limits for filing a charge of discrimination (180 to 300 days, depending on where you live/work). You can reach the EEOC at any of the following ways:

Submit an inquiry through EEOC's public inquiry system: <http://eeoc.gov/eeoc/eeoc/pqr/pqr.html>

Call (800) 468-4022 (toll free) • (800) 649-6420 (TTY) • (202) 268-1122 (RIS, video phone)

E-mail: info@eeoc.gov

Web site: www.eeoc.gov/eeoc/

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action provisions of various laws that apply to Federal Government contractors. If you are applying for a job with a contractor of a company that holds a Federal contract or subcontract, you are protected under Federal law from discrimination on the basis of:

- Race, Color, Religion, Sex, Sexual Orientation, and Gender Identity, National Origin

Protected Veteran Status

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 U.S.C. 4212), prohibits employment discrimination against disabled veterans and service-disabled veterans who served in the military during the Vietnam conflict. It also prohibits discrimination against disabled veterans and service-disabled veterans who were discharged or released from active duty, active-duty-wounded or campaign badge veterans, or Armed Forces Reservists.

Retaliation

Retaliation is prohibited against a person who files a complaint or investigation, 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 these Federal laws should contact OFCCP immediately. The Office of Federal Contract Compliance Programs (OFCCP) Washington, DC 20545 • (202) 293-3474 • (800) 397-4251 (toll-free)

If you are deaf, hard of hearing, or have a speech disability, please call 1-800-735-2975 for assistance. You may also contact by submitting a question online to OFCCP's Help Desk, at <http://www.ofccp.gov/HelpDesk>. All requests are subject to availability. If you are unable to access the OFCCP website, please call the OFCCP's Contact Us website at <http://www.ofccp.gov/ContactUs>.

FLSA: FAIR LABOR STANDARDS ACT

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

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 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR
An employee must be at least 14 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 credit against their minimum wage obligation. If an employee tips combined with the employer's cash wage of at least \$3.13 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 employer to express breast milk for her nursing child for one year after the child's birth each time the employer 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 initiate and recommend criminal prosecution. Employers may be assessed civil monetary penalties for each violation of the FLSA's child labor provisions. Heightened civil monetary penalties may be assessed for each child labor violation that results in the death or serious injury of an minor employee, and such assessments may be assessed when the violation is determined to be willful or repeated. The law also prohibits retaliating against or discharging an employee who files a complaint or participates in any proceeding under the FLSA.

ADDITIONAL INFORMATION
• Certain occupations and establishments are exempt from the minimum wage, overtime and pay provisions. Certain narrative exemptions also apply to the parts of work performed.

• Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

• Some states will provide greater employee protections; employers must comply with them.

• Some employees incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between these because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay provisions and correctly classified independent contractors are not.

• Certain full-time students, student teachers, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR
www.dol.gov/eis/whd

1-866-487-9243

FMLA: FAMILY AND MEDICAL LEAVE ACT OF 1993 (Only applies to certain employees – see note at bottom)

YOUR EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

What is FMLA?
The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job- and family-leave for qualifying 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 period for:

- The birth, adoption, or foster care placement of a child with you.
- Your serious mental or physical health condition that makes you unable to work.
- 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 service member.

An eligible employee who is the spouse, child, parent or next of kin of a covered service member 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 service member.

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise you may take FMLA leave in **separate blocks of time**, or **on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28(M) for more information.

FMLA does not pay leave, but your employer or be required by your employer to use any employer-provided paid leave if you choose; you may choose to have your employer use any employer-provided paid leave if you choose; or you may choose to be required by your employer to use any employer-provided paid leave if you choose.

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.

An eligible full-time employee has 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 information to your employer so you can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason without receiving additional leave.

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

The FMLA does not affect any federal or state law prohibiting discrimination or disparate 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 employer must:

- 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 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, your employer must notify you in writing:

- 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?
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 complaint process.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR
www.dol.gov/eis/whd

OSHA: OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970



Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violation.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

Contact OSHA. We can help.

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

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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, the Rehabilitation Act of 1973, as amended, prohibits discrimination on the basis of race, color or national origin. Activities receiving federal financial assistance are protected from discrimination on the basis of race, color or national origin. The primary objective of the Federal assistance is to provide employment, or where employment discrimination cases or any cause of action in providing services under any program. Title VI of the Civil Rights Act of 1964 prohibits employment discrimination on the basis of race in educational programs or activities that receive federal financial assistance.

Disability

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination on the basis of disability from any program or activity that receives federal financial assistance. Discrimination is prohibited on the basis of employment against persons with disabilities who are without employment accommodations can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution that receives federal financial assistance, you should immediately contact the federal agency providing such assistance.

(Revised 6/27/2023) EEOC 9423

USERRA: UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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 or certain types of service in the National Defense 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 reinstated in your civilian job if you leave that job to perform service in the uniformed services and:

- you ensure that your employer receives advance written notice of your service;
- you have less than five years 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 reinstated, you must be restored to the job and benefits you would have earned 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 services;
- have applied for membership in the uniformed services; or
- are obligated to serve in the uniformed services,

then an employer may not deny you:

- initial employment;
- reemployment;
- promotion; or
- any benefit of employment because of your status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including identifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

HEALTH INSURANCE PROTECTION
If you leave your job to perform military service, you have the right to be restored to your former employer's 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 if you are discriminated against or a program of any institution that receives federal financial assistance, you should immediately contact the federal agency providing such assistance.

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-USA-0900 or visit its website at <http://www.dhs.gov/USERRA>.

An interactive online USERRA Advisor can be found at VETS.userradviser.dhs.gov/USERRAAdvisor

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 violation of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be revised without notice. For more information, contact VETS at www.dhs.gov/USERRAAdvisor. Federal law requires employers to immediately comply with VETS requests and employers customarily place notices by displaying this notice where they

U.S. Department of Labor
1-866-USA-0900

U.S. Department of Justice

Office of Special Counsel

1-800-328-4106
Publication Date: May 2023

INDIANA LABOR LAW POSTINGS



OSHA

SAFETY AND HEALTH PROTECTION OF EMPLOYEES

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 employees 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 employer 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) 232-2600.

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 \$1,200 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 inspectors, 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 DSHS. Telephone Number (317) 232-2608.

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 exempt 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 W155
Indianapolis, Indiana 46204
Telephone: (317) 232-2625
Toll-Free: (800) 743-3333
Fax: (317) 233-3790
Internet: <http://www.in.gov/dol>

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

WORKERS' COMPENSATION

WORKERS' COMPENSATION NOTICE

Your employer is required to provide for payment of benefits under the Workers' 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 workers' compensation insurance carrier or the administrator for

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

(name of carrier/administrator)

(mailing address)

(city, state zip)

(telephone number)

(contact person)

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

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

UNEMPLOYMENT INSURANCE



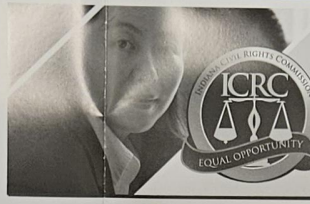
This Business is Subject to Indiana's Unemployment Insurance Laws

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

FAIR EMPLOYMENT



Equal Employment Opportunity is the Law

Applicants 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@icrc.in.gov | Website: www.in.gov/icrc

CHILD LABOR

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 www.in.gov/dol.

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.

16 and 17 year old minors

9 hours per day
48 hours per school week
40 hours per non-school week
No more than 6 days per week
No start time between 12:00 a.m. & 6:00 a.m.

Used 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/Division of Child Labor
402 West Washington Street, Room W195, Indianapolis, Indiana 46204
Phone: (317) 232-2600 • Fax: (317) 233-3790 • TDD: (317) 232-2600
E-Mail: childlabor@ind.in.gov • Web: www.in.gov/dol/childlabor

VETERAN BENEFITS AND SERVICES

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, including individual and group counseling, individual and family therapy, and crisis intervention services. For more information, visit www.va.gov/health.

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. Visit www.va.gov/edu.

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 Visit www.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 operations. It ensures all veterans receive equal service regardless of race, origin, religion, or gender. Visit www.va.gov/centerforminorityveterans.

VA has a local expert for you! COUNTY VETERAN SERVICE OFFICE (CVO) Visit www.va.gov/dol/veterans-services/contacts.

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

SCAN HERE! (800) 400-4320

Indiana Department of Veterans Affairs (800) 400-4320 IN.GOV/DVA

Federal Disability Compensation

VA disability compensation (pvt) offers a monthly tax-free payment to Veterans who go sick or injured while serving in the military and to Veterans whose service made an existing condition worse. Visit www.va.gov/health.

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

Legal Assistance

The Military Assistance Project (MAP) is a statewide program that provides free civil legal advice and direct representation to eligible low-income Indiana military members, veterans, and their dependents. Visit www.in.gov/legal-services/our-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 on-site Veterans representative that assists with employment needs. Visit www.in.gov/dol/veterans-services/contacts.

855 VA WOMEN 3 WOMEN VETERANS CALL CENTER (800) 743-3333

Veterans Crisis Line Military Crisis Line 1-800-372-6655

MINIMUM WAGE



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 1/2 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) - (g).

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 employer'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, please contact the Indiana Department of Labor's Wage and Hour Division by email at wagehour@dol.in.gov or phone (317) 232-2655.

UNEMPLOYMENT INSURANCE

NOTICE TO WORKERS

Unemployment Insurance (UI) benefits are available to workers who are unemployed and who meet the requirements of Virginia UI eligibility laws. You may file a UI claim in the first week that employment stops or work hours are reduced.

THE LAW REQUIRES EMPLOYERS TO POST THIS NOTICE IN A PLACE VISIBLE TO ALL WORKERS. EFFECTIVE AUGUST 14, 2024, EMPLOYERS MUST ALSO PROVIDE A COPY OF THIS NOTICE TO EACH WORKER AT THE TIME OF SEPARATION FROM EMPLOYMENT (SEE 51.133-1352).

VIRGINIA LABOR LAW POSTINGS



Life's a little easier with eitc. EITC is for people who work for someone else or own or run a business or own a farm. To qualify, you must have low to mid income and meet the following rules.

EARNED INCOME TAX CREDIT

Did you know Virginia has an income tax credit for low-income, working individuals and families?



Could you be eligible?

Two ways to increase your income: The Federal Earned Income Tax Credit and The Virginia Credit for Low Income Individuals. FIND OUT IF YOU QUALIFY for the Commonwealth of Virginia income tax credit today!

Job Safety and Health Protection

THE VIRGINIA OCCUPATIONAL SAFETY AND HEALTH (VOSH) LAW, BY AUTHORITY OF TITLE 41 OF THE LABOR LAWS OF VIRGINIA, PROVIDES JOB SAFETY AND HEALTH PROTECTION FOR WORKERS. THE PURPOSE OF THE LAW IS TO ASSURE SAFE AND HEALTHFUL WORKING CONDITIONS THROUGHOUT THE STATE.

Employers. Each employer shall furnish to each of his employees employment and a place of employment free from recognized hazards that are causing or are likely to cause death or serious harm to his employees, and shall comply with occupational safety and health standards issued under the law.

Discrimination. It is illegal to retaliate against an employee for exercising any of their right under the VOSH or, including raising a safety or health concern with the employer or VOSH, or reporting a related injury or illness.

Complaint. Employees or their representatives have the right to file a complaint with the nearest VOSH office requesting an inspection if they believe unsafe or unhealthy working conditions exist.

SEIZURE FIRST AID

Seizure First Aid

- 1. STAY with the person until they are awake and alert after the seizure.
2. Keep the person SAFE. Move or guide away from harm.
3. Turn the person onto their SIDE. Do NOT restrain. Do NOT put any objects in their mouth.

COVENANTS NOT TO COMPLETE

COVENANTS NOT TO COMPLETE PROHIBITED AS TO LOW-WAGE EMPLOYEES; CIVIL PENALTY

A. As used in this section, "Covenant not to complete" means a contract or agreement, including a provision of a contract of employment, between an employer and employee that restrains, prohibits, or otherwise restricts an individual's ability, following the termination of the individual's employment, to compete with his former employer.

WORKERS' COMPENSATION

WORKERS' COMPENSATION NOTICE

The employees of this business are covered by the Virginia Workers' Compensation Act. In case of injury by accident or of occupational disease, THE EMPLOYEE SHOULD: 1. Immediately give notice to the employer, in writing, of the injury or occupational disease and the date of accident or notice of the occupational disease.

PREGNANCY ACCOMMODATION

VIRGINIA HUMAN RIGHTS ACT REASONABLE ACCOMMODATIONS FOR PREGNANCY

Protections from Discrimination - Va. Code § 2.2-3309. Effective July 1, 2021, employers with five or more employees for a 20-week period in the current or preceding year must provide reasonable accommodations for pregnancy, childbirth or related medical conditions, including lactation, unless the accommodation would impose an undue hardship.

HUMAN RIGHTS

Virginia Human Rights Act Code of Virginia - Title 2.2, Chapter 39

It is the policy of the Commonwealth of Virginia to: Safeguard all individuals within the Commonwealth from unlawful discrimination because of race, color, religion, national origin, sex, sexual orientation, gender identity, marital status, pregnancy, childbirth or related medical conditions, age, military status, or disability in employment, places of public accommodation, including educational institutions, in real estate transactions; preserve the public safety, health and general welfare; and further the interests, rights and privileges of individuals within the Commonwealth; and protect citizens of the Commonwealth against unfounded charges of unlawful discrimination.

DISABILITY ACCOMMODATION

VIRGINIA HUMAN RIGHTS ACT REASONABLE ACCOMMODATIONS FOR DISABILITY

Protections from Discrimination - Va. Code § 2.2-3905.1. Effective July 1, 2021, employers with more than five employees for a 20-week period in the current or preceding year must provide reasonable accommodations for otherwise qualified persons with disabilities if necessary to assist such person in performing a particular job, unless the accommodation would impose an undue hardship on the employer.