

# Labor Law Compliance Center

## INDIANA

Labor Law Compliance Center  
[posters@laborlawcc.com](mailto:posters@laborlawcc.com)  
[www.laborlawcc.com](http://www.laborlawcc.com)  
(800) 801-0597

# PAYDAY NOTICE

REGULAR PAYDAYS FOR EMPLOYEES OF:

Indeed Flex, Inc.

(FIRM NAME)

SHALL BE AS FOLLOWS:

Friday by end of day.

BY Erin Schroeder

TITLE Director of Human Resources

**PLEASE POST**





# Work Restrictions for Youth Employees

Effective January 1, 2025

Employers of minors who are 14 or 15 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 and the hours beginning and ending each day. The information must be posted in a conspicuous place or in places where notices are customarily posted.

## Hour Restrictions for 14- and 15-Year Olds

### 14- and 15-year olds may **ONLY** work:

- 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 7AM or after 7PM
  - May work until 9PM from June 1 through Labor Day
- May **NOT** work during school hours

Some exceptions to these rules may apply. For more information, visit <https://www.in.gov/dol/youth-employment/> or scan the QR code below.

## Prohibited and Hazardous Occupations

Employees younger than 18 years old shall not work in occupations designated as hazardous by the child labor provisions by the Fair Federal Labor Standards Act of 1938 as amended (29 U.S.C. 201, et seq.).

## Registration on the Youth Employment System (YES)

If an employer employs five (5) or more minors under age 18, the employer must register the minors in the Indiana Youth Employment System (YES).

**Indiana Department of Labor  
Youth Employment Division**  
402 W. Washington St., Room W195  
Indianapolis, IN 46204  
(317) 232-2655  
[www.in.gov/dol/youth-employment/](http://www.in.gov/dol/youth-employment/)



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# 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**

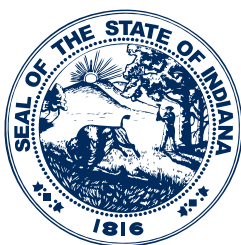
**Denying a reasonable accommodation to a qualified individual with a disability or an employee with deeply held religious beliefs**

**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](mailto:icrc@crc.in.gov) | Website: [www.in.gov/icrc](http://www.in.gov/icrc)

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# 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.**



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# 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 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](mailto:wagehour@dol.in.gov) or phone (317) 232-2655.



402 West Washington Street, Room W195 • Indianapolis, Indiana 46204  
(317) 232-2655 • [www.in.gov/dol](http://www.in.gov/dol)

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INDIANA  
**WORKFORCE**  
DEVELOPMENT  
AND ITS **WorkOne** CENTERS

# 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](http://www.in.gov/dwd). Computers are available at any Indiana WorkOne Center.

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

[www.in.gov/dwd](http://www.in.gov/dwd)

1-800-891-6499

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X-11 12-2010  
(800) 801-0597

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# 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

Indeed Flex, Inc.  
\_\_\_\_\_  
(name of company)

is: Prescient National  
\_\_\_\_\_  
(name of insurance carrier or administrator)

Prescient National  
\_\_\_\_\_  
(name of carrier/administrator)

PO Box 32788  
\_\_\_\_\_  
(mailing address)

Charlotte, NC 28232  
\_\_\_\_\_  
(city, state, zip)

704-927-2860  
\_\_\_\_\_  
(telephone number)

NA  
\_\_\_\_\_  
(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





# 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](http://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](http://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](http://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](http://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](http://in.gov/bmv/resources/military-families)

### 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](http://indianalegalservices.org/map)

### 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](http://va.gov/centerforminorityveterans)

### 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](http://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



Indiana Department of Veterans Affairs

(800) 400-4520 IN.GOV/DVA

**Veterans  
Crisis Line**  
**Military  
Crisis Line**  
1-800-273-8255 **PRESS 1**

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