

Since 1983



1961 Diamond Springs Road
Virginia Beach, VA 23455
Phone (757) 460-6308
Fax (757) 457-9345

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 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

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



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



La igualdad de oportunidades laborales es Ley

Los candidatos a puestos de trabajo y empleados de la mayoría de los empleadores privados, gobiernos estatales y locales, instituciones educativas, agencias de empleo y organizaciones laborales con una dotación de seis o más personas cuentan con protección legal, a nivel estatal y federal, contra la discriminación por los siguientes motivos:

Raza | Color | Sexo | Discapacidad | Linaje
Religión | Nacionalidad

Esto incluye:

Prácticas discriminatorias de contratación, despido, capacitación, disciplina, remuneración, promoción y otros términos o condiciones de empleo.

Negación de otorgar los mismos beneficios o privilegios

Negación de satisfacer condiciones edilicias especiales razonables para una persona calificada con una discapacidad o a un empleado con profundas creencias religiosas.

Realización de exámenes médicos (excepto en circunstancias limitadas).

Hostigamiento a los empleados por su pertenencia a una clase protegida.

Represalias contra una persona por presentar un reclamo, testificar en una audiencia o colaborar en una investigación.



Contáctenos:

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

Oficina: (317)232-2600 | Llamada sin cargo: (800) 628-2909
Personas con problemas auditivos: (800) 743-3333
Fax: (317) 232-6580 | Correo electrónico: icrc@icrc.in.gov
Sitio: www.in.gov/icrc

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 Department of Labor / Bureau of Child labor

402 West Washington Street, Room W195, Indianapolis, Indiana 46204

Phone: (317) 232-2655 • Fax: (317) 234-4449 • TT Voice: 1-800-743-3333

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



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

PROTECCIÓN DE LA SALUD Y LA SEGURIDAD EN EL TRABAJO

INTRODUCCIÓN:

La intención de la Ley de 1974 de Seguridad y Salud Ocupacional del Estado de Indiana, Código de Indiana 22-8-1.1, es asegurar, en la medida de lo posible, condiciones seguras y saludables para los trabajadores del Estado.

El Departamento de Indiana del Trabajo tiene como responsabilidad primaria administrar y hacer cumplir la Ley y los estándares de seguridad y de la salud promulgados bajo sus disposiciones.

Los requisitos la Ley incluyen los siguientes detalles:

PATRONES:

Cada patrón debe establecer y mantener condiciones de trabajo que sean razonablemente seguras y saludables para los empleados y libres de riesgos reconocidos que causen o puedan causar deceso o daño físico grave a sus empleados. Además la Ley requiere que los patrones cumplan con las Normas, Reglamentos y Reglas de Seguridad y Salud Ocupacional.

EMPLEADOS:

Cada empleado deberá cumplir con todas las normas, reglas, reglamentos y disposiciones de seguridad y salud ocupacional, publicadas conforme a la Ley que apliquen a sus propias acciones y conducta en el trabajo.

INSPECCIÓN:

La Ley exige que se les dé la oportunidad a los empleados y a sus representantes, que denuncien posibles violaciones en la seguridad y salud ante el inspector del Departamento del Trabajo ayudando así en la inspección. Puede cumplirse con este requisito al permitirse que un representante del patrón y un representante de los empleados, puedan acompañar al inspector durante la inspección. Cuando no haya un representante de los empleados, el inspector debe consultar con una cantidad razonable de empleados.

DENUNCIA:

Los empleados tienen el derecho de deponer una denuncia con el Departamento del Trabajo. Habrá una inspección si hay razones suficientes para que el Departamento del Trabajo crea que pueda existir peligro. Los nombres de los empleados que realicen la denuncia serán resguardados, y no públicos ante sus patrones. Número telefónico: (317) 232-2693.

La Ley establece que ningún patrón debe despedir, suspender o discriminar a un empleado, si los mismos realizan una denuncia; testifiquen o actúan de acuerdo a la ley que protege sus derechos como trabajadores y/o se niegan a trabajar bajo prácticas inseguras o de riesgo para los mismos.

Cualquier empleado que piense que haya sido discriminado puede completar una denuncia ante el Departamento de Trabajo, dentro de un plazo de 30 días de ejercida tal discriminación. Por favor, tenga en cuenta que es posible obtener extensiones al plazo de 30 días bajo ciertas circunstancias especiales; por ejemplo cuando el patrón esconde o engaña al empleado respecto a la razón de su despido. Sin embargo, un procedimiento conciliatorio de arbitraje que está pendiente no se considera una justificación para extender un periodo de extensión de plazo. El Comisario del Trabajo debe investigar dicha denuncia y, de corroborar una discriminación que viole la Ley, deberá ordenar al patrón que establezca una indemnización correspondiente al desahucio padecido por el/los empleados. Esta indemnización puede incluir reconstrucción, reincorporación al trabajo con sueldo retroactivo y restablecimiento de antigüedad.

La Ley Federal de la Seguridad y Salud Ocupacional ofrece protección a los empleados víctimas de discriminación. Los empleados pueden completar una denuncia ante La Secretaría del Trabajo de los Estados Unidos en un plazo de 30 días a partir de la supuesta discriminación.

NOTIFICACIÓN DE VIOLACIÓN:

* Cuando se produzca cualquier violación a las disposiciones de la Ley, el Departamento de Trabajo deberá emitir una orden por escrito al empleador. Este estará obligado a publicar esa nota en un lugar destacado, visible para los trabajadores o cerca del lugar donde ocurrió

la presunta violación, y deberá permanecer visible hasta que sea seguro y se hayan implementado las garantías exigidas o por un período de 3 días; lo que tome más tiempo.

SANCIONES PROPUESTAS:

La Ley estipula sanciones CIVILES a patrones por violaciones severas y no tan severas que oscilan en los US\$ 7,000; siendo este tope para las más severas. A cualquier patrón que no corrija una violación dentro del período prescrito, se le puede estipular una sanción CIVIL de hasta US\$ 7,000 por cada día posterior al vencimiento del plazo. Asimismo, a cualquier patrón que intencional o repetidamente viole la Ley, se le puede asignar sanciones CIVILES de hasta US\$ 70,000 por cada violación. También se puede aplicar una sanción mínima de US\$ 5,000 por cada infracción conocida. Si se transgrede el requerimiento de publicación puede haber una sanción hasta de US\$ 7,000.

ACTIVIDAD VOLUNTARIA:

La Ley fomenta los esfuerzos por parte de trabajadores y la gerencia, antes de una inspección del Departamento del Trabajo, para reducir daños o enfermedades ocasionadas por el trabajo.

La Ley fomenta a los patrones y empleados a reducir voluntariamente los riesgos en el lugar de trabajo y a desarrollar y mejorar los programas de seguridad y salud en todos los lugares de trabajo e industrias.

Tal acción cooperativa se enfocará inicialmente en la identificación y eliminación de riesgos que puedan causar deceso, daños o enfermedades a empleados y supervisores.

La Ley ofrece un servicio de consultoría para ayudar con el cumplimiento voluntario y dar recomendaciones para la extinción de dichas infracciones. Este servicio está disponible siguiendo una petición por escrito por parte del patrón al Departamento de Trabajo con atención dirigida a la agencia de INSafe. Número telefónico (317)233-2688.

COBERTURA:

La Ley no ampara a aquellos contratados para servicios domésticos dentro o cerca de un domicilio privado y aquellos amparados por una agencia federal. Aquellos exentos de la cobertura de la Ley incluye a los empleados de servicios marítimos, amparados por el Departamento del Trabajo de los Estados Unidos, y los empleados en actividades relacionadas con la energía atómica que están amparados por la Comisión de la Energía Atómica.

NOTA:

Bajo un plan aprobado el 6 de marzo de 1974 por el Departamento del Trabajo de los Estados Unidos, la Administración de Seguridad y Salud Ocupacional (OSHA, por sus siglas en inglés), del Estado de Indiana ofrece protección de la salud y la seguridad en el trabajo para los trabajadores de todo el Estado. OSHA hará el monitoreo de operación de este plan para asegurar que merezca la aprobación continua. Cualquier persona puede ingresar una denuncia referente a la administración estatal de este plan directamente ante la oficina regional de OSHA. Administrador Regional, Región V, Departamento del Trabajo de los Estados Unidos, Administración de Seguridad y Salud Ocupacional, 230 South Dearborn Street, Chicago, Illinois 60604, Número telefónico (312) 353-2220.

POR MÁS INFORMACIÓN:

Departamento Del Trabajo Del Estado De Indiana
402 West Washington Street, Room W195
Indianapolis, Indiana 46204

Tel: (317) 232-2655
Teletipo/Voz: 1(800) 743-3333
Fax: (317) 233-3790


Lori Torres
Comisario del Trabajo

*IOSHA: Indiana Occupational Safety and Health Administration



PATRONES: Este póster debe mostrarse visiblemente en el lugar de trabajo.

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.



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. 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

1-800-891-6499



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

Esta Empresa es Sujeta a las Leyes de Indiana de Seguro de Desempleo

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

Para solicitar beneficios, por favor traiga su tarjeta de Seguro Social, el nombre y la dirección correcta de su patrón más reciente.

No se hace ningunas deducciones de el pago de los empleados de parte del seguro de desempleo. Este patrón paga este impuesto. Si usted tiene más preguntas sobre este programa, pongase en contacto con el departamento de Indiana Desarrollo De Labor, Avenida Del Norte Del Senado 10, Indianapolis, IN 46204. Teléfono: 1-800-891-6499.

www.in.gov/dwd

1-800-891-6499

Equal Employment Opportunity is

THE LAW

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the following Federal authorities:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of disability and requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

VIETNAM ERA, SPECIAL DISABLED, RECENTLY SEPARATED, AND OTHER PROTECTED VETERANS

38 U.S.C. 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans, qualified special disabled veterans, recently separated veterans, and other protected veterans.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), Employment Standards Administration, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210 or call (202) 693-0101, or an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Private Employment, State and Local Governments, Educational Institutions

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

DISABILITY

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by all of these Federal laws.

If you believe that you have been discriminated against under any of the above laws, you should contact immediately:

The U.S. Equal Employment Opportunity Commission (EEOC), 1801 L Street, N.W., Washington, D.C. 20507 or an EEOC field office by calling toll free (800) 669-4000. For individuals with hearing impairments, EEOC's toll free TDD number is (800) 669-6820.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX

In addition to the protection of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal assistance.

INDIVIDUALS WITH DISABILITIES

Sections 501, 504 and 505 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance in the federal government. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

If you believe you have been discriminated against in a program of any institution which receives Federal assistance, you should contact immediately the Federal agency providing such assistance.

Indiana Contact Information:
Angela Roosa
10 N. Senate Room SE115
Indianapolis, IN. 46204
317-232-7475 (phone)
317-233-9227
aroosa@dwd.in.gov
317-234-3535 (TTY)

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

MANAGEMENT CONSULTING, INC. T/A is: Liberty Mutual Fire Insurance Company
(name of company) (name of insurance carrier or administrator)

Liberty Mutual Fire Insurance Company

(name of carrier/administrator)

175 Berkeley Street

(mailing address)

Boston, MA 02116

(city, state, zip)

1-800-362-0000

(telephone number)

MANCON Site Office Regional Manager

(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

MANAGEMENT CONSULTING, INC. T/A MANCON is: Liberty Mutual Fire Insurance Company
(nombre de la compañía) (nombre de la compañía de seguro/administrador)

Liberty Mutual Fire Insurance Company

(nombre de la compañía de Seguro/administrador)

175 Berkeley Street

(dirección)

Boston, MA 02116

(ciudad, estado código postal)

1-800-362-0000

(número de teléfono)

MANCON Site Office Regional Manager

(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