



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

OHIO EMPLOYEES

MANCON Employees,

Included in this packet is the following information:

1. Fair Employment Practices Poster
2. Minimum Wage Poster
3. Minor Laws
4. PERRP Poster
5. Ohio Domestic Violence (Ohio and Franklin)
6. Workers Compensation Notice

If you have any questions, please contact your supervisor.

Thanks,
Human Resources

Know Your Rights



G. Michael Payton
Executive Director

Jeanine P. Donaldson
Chair

Summary Provisions of the OHIO FAIR EMPLOYMENT PRACTICES LAW

(For complete text see sections 4112.01 to 4112.11 and Section 4112.99 of the Ohio Revised Code)

IT IS UNLAWFUL:

- ❑ For EMPLOYERS to deny equal opportunity in hiring, tenure, terms, conditions or privileges of employment;
- ❑ For LABOR UNIONS to deny admission, limit or classify members;
- ❑ For EMPLOYMENT AGENCIES to refuse or fail to accept, register, classify properly or refer for employment;

...on the basis of race, color, religion, sex, national origin, disability, ancestry or age.

FURTHER, it is an unlawful discriminatory practice, prior to employment or admission to union membership, to request any information or keep records, print or publish notices or advertisement which indicate a person's race, color, religion, sex, national origin, disability, ancestry or age.

THIS LAW APPLIES TO:

- ◆ Employers of four or more persons, including the State or any political subdivision thereof;
- ◆ Employment agencies operating with or without compensation;
- ◆ All employers, labor organizations or joint labor management committees controlling apprentice training programs;
- ◆ Any person who obstructs or hinders compliance with this act.
- ◆ Any person or person claiming to be aggrieved or having knowledge of alleged discrimination or the Ohio Civil Rights Commission on its own initiative may utilize this law by filing a charge affidavit.

For additional information, please contact your closest regional office of The Ohio Civil Rights Commission.



Akron Regional Office
Akron Government Center
Suite 205
161 S. High Street
Akron, Ohio 44308
330-643-3100 (voice/TTY)

Columbus Regional Office
1111 E. Broad Street,
Suite 301
Columbus, Ohio 43205
614-466-5928 (Voice/TTY)

Cincinnati Regional Office
Corporate Tower
7162 Reading Road,
Suite 1001
Cincinnati, Ohio 45237
513-852-3344 (Voice/TTY)

Dayton Regional Office
40 W. 4th Center,
Suite 1900
Dayton, Ohio 43202-1831
937-285-6500 (Voice/TTY)

Cleveland Regional Office
Frank J. Lausche Building
Suite 885
615 West Superior Avenue
Cleveland, Ohio 44113
216-787-3150 (Voice/ TTY)

Toledo Regional Office
Room 936
One Government Center
Jackson and Erie Streets
Toledo, Ohio 43604
419-245-2900 (Voice/TTY)

The Ohio Civil Rights Commission (OCRC) receives and investigates charges of discrimination in employment, housing, public accommodation, credit and disability in higher education on the bases of race, color, religion, sex, national origin, disability, age, ancestry or familial status.

For more information, contact us:
Toll Free 1-888-278-7101
crc.ohio.gov

The Ohio Civil Rights Commission
Central Office
1111 E. Broad Street, 3rd Floor
Columbus, Ohio 43205
614-466-2785 (Voice)
614-466-9353 (TTY)



STATE OF OHIO

2011 MINIMUM WAGE

OHIO DEPARTMENT OF COMMERCE
DIVISION OF INDUSTRIAL COMPLIANCE & LABOR

TED STRICKLAND
Governor

KIMBERLY A. ZURZ
Director

www.com.ohio.gov

NON-TIPPED EMPLOYEES

A Minimum Wage of
\$7.40 per hour

Non-Tipped Employees includes any employee who does not engage in an occupation in which he/she customarily and regularly receives more than thirty dollars (\$30.00) per month in tips from patrons or others.

Employers who gross under \$271,000.00 shall pay their employees no less than the current Federal Minimum wage rate.

Employees under the age of 16 shall be paid no less than the current federal minimum wage rate.

Current Federal Minimum Wage is \$7.25 per hour.

TIPPED EMPLOYEES

A Minimum Wage of
\$3.70 per hour PLUS TIPS

Tipped Employees includes any employee who engages in an occupation in which he/she customarily and regularly receives more than thirty dollars (\$30.00) per month in tips from patrons or others. The tips are proven if indicated by the employee's declaration for the purposes of the federal insurance contribution act. Including when tips are added to the employee's wage, his/her hourly pay cannot be less than the regular minimum wage of \$7.40 prescribed by law.

Below is a partial summary of the requirements and exemptions for minimum and overtime wages. Persons should refer to Ohio Revised Code Chapter 4111 and the federal Fair Labor Standards Act of 1938, as amended, for specific requirements applicable to them. For further information about minimum wage issues, please contact: The Ohio Department of Commerce, Division of Industrial Compliance & Labor, 6606 Tussing Road, Reynoldsburg, Ohio 43068. Phone: (614) 644-2239. TTY/TDD: 1-800-750-0750.

OVERTIME

- 1. An employer shall pay an employee for overtime at a wage rate of one and one-half times the employee's wage rate for hours in excess of forty hours in one work week, except for employers grossing less than \$150,000 per year.
2. Hospitals and Nursing Homes are permitted time and one-half in excess of eighty hours in a two week period and also in excess of eight hours a day.

PERMANENT RECORDS TO BE KEPT BY THE EMPLOYER

- 1. Each employer shall keep permanent records for at least three years, available for copying and inspection by the Director of the Ohio Department of Commerce, showing the following information concerning each employee:
A. Name
B. Address
C. Occupation
D. Rate of Pay
E. Amount paid each pay period
F. Hours worked each day and each work week
2. The records may be opened for inspection or copying at any reasonable time and no employer shall hinder or delay the Director of the Ohio Department of Commerce in the performance of these duties.

HANDICAPPED RATE

To prevent the curtailment of opportunities for employment and avoid undue hardship to individuals whose earning capacity is affected or impaired by physical or mental deficiencies or injuries, a sub-minimum wage may be paid, as provided in the rules and regulations set forth by the Director of the Ohio Department of Commerce.

INDIVIDUALS EXEMPT FROM MINIMUM WAGE

- 1. Any individual employed by the United States;
2. Any individual employed as a baby-sitter in the employer's home, or a live-in companion to a sick, convalescing, or elderly person whose principal duties do not include housekeeping;
3. Any individual employed as an outside salesman compensated by commissions or in a bona fide executive, administrative, or professional capacity, or computer professionals.
4. Any individual who volunteers to perform services for a public agency which is a State, a political subdivision of a State, or an interstate government agency, if
(i) the individual receives no compensation or is paid expenses, reasonable benefits, or a nominal fee to perform the services for which the individual volunteered; and
(ii) such services are not the same type of services which the individual is employed to perform for such public agency.
5. Any individual who works or provides personal services of a charitable nature in a hospital or health institution for which compensation is not sought or contemplated;
6. Any individual in the employ of a camp or recreational area for children under eighteen years of age and owned and operated by a non-profit organization or group of organizations.
7. Employees of a solely family owned and operated business who are family members of an owner.

POST IN A CONSPICUOUS PLACE



TED STRICKLAND
Governor

STATE OF OHIO MINOR LABOR LAWS

OHIO DEPARTMENT OF COMMERCE
DIVISION OF INDUSTRIAL COMPLIANCE & LABOR

www.com.ohio.gov/



KIMBERLY A. ZURZ
Director

OHIO REVISED CODE CHAPTER 4109*

"MINOR" MEANS ANY PERSON LESS THAN 18 YEARS OF AGE

WORKING PERMITS: Every minor 14 through 17 years of age must have a working permit unless otherwise stated in Chapter 4109.

WAGE AGREEMENT: No employer shall give employment to a minor without agreeing with him/her as to the wages or compensation he/she shall receive for each day, week, month, year or per piece for work performed.

REST PERIOD: No employer shall employ a minor more than 5 consecutive hours without a rest period of at least 30 minutes.

LIST OF MINORS EMPLOYED: Employer shall keep a list of minors employed at each establishment and a list must be posted in a conspicuous place to which all minor employees have access.

TIME RECORDS: Every employer shall keep a time book or other written record showing actual starting and stopping time of each work and rest period. These records must be kept for two (2) years.

RESTRICTIONS ON WORKING HOURS FOR MINORS 14 and 15 YEARS OF AGE

No person under 16 shall be employed:

1. During school hours except where specifically permitted by Chapter 4109
2. Before 7 a.m. or after 9 p.m. from June 1st to September 1st or during any school holiday of 5 school days or more; or after 7 p.m. at any other time
3. For more than 3 hours a day in any school day
4. For more than 18 hours in any school week
5. For more than 8 hours in any day when school is not in session
6. For more than 40 hours in any week that school is not in session nor during school hours, unless employment is incidental to bona fide programs of vocational cooperative training, work-study, or other work-oriented programs with the purpose of educating students, and the program meets standards established by the state board of education.

RESTRICTIONS ON WORKING HOURS FOR MINORS 16 and 17 YEARS OF AGE

No person 16 or 17 who is required to attend school shall be employed:

1. Before 7 a.m. on any day that school is in session or 6 a.m. if the person was not employed after 8 p.m. the previous night
2. After 11 p.m. on any night preceding a day that school is in session.

PROHIBITED OCCUPATIONS FOR MINORS UNDER 16 YEARS OF AGE

1. All manufacturing; mining; processing; public messenger service
2. Work in freezers and meat coolers and all preparation of meats for sale (except wrapping, sealing, labeling, weighing, pricing and stocking)
3. Transportation; storage; communications; public utilities; construction; repair
4. Work in boiler or engine rooms; maintenance or repair of machinery
5. Outside window washing from window sills or scaffolding and/or ladders
6. Cooking and baking; operating, setting up, adjusting, cleaning, oiling or repairing power-driven food slicers, grinders, food choppers, cutters, bakery type mixers
7. Loading or unloading goods to and from trucks
8. All warehouse work except office and clerical
9. Work in connection with cars and trucks involving the use of pits, racks or lifting apparatus or involving the inflation of any tire mounted on a rim equipped with a removable retaining ring.

PROHIBITED OCCUPATIONS FOR MINORS 14 through 17 YEARS OF AGE

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Occupations involving slaughtering, meat-packing, processing or rendering 2. Power-driven bakery machines 3. Occupations involved in the manufacture of brick, tile and kindred products 4. Occupations involved in the manufacture of chemicals 5. Manufacturing or storage occupations involving explosives 6. Occupations involving exposure to radioactive substances and to ionizing radiations 7. Power-driven paper products machines 8. Power-driven metal forming, punching and shearing machines 9. Occupations involved in the operation of power-driven circular saws, band saws and guillotine shears | <ol style="list-style-type: none"> 10. Power-driven woodworking machines 11. Coal mines 12. Occupations in connection with mining, other than coal 13. Logging and sawmilling 14. Motor vehicle occupations 15. Maritime and longshoreman occupations 16. Railroads 17. Excavation operations 18. Power-driven and hoisting apparatus 19. Roofing operations 20. Wrecking, demolition, and shipbreaking. |
|---|---|

MINORS UNDER 16 YEARS OF AGE MAY NOT ENGAGE IN DOOR-TO-DOOR EMPLOYMENT UNLESS

The for-profit employer is REGISTERED with the Ohio Department of Commerce. DOOR-TO-DOOR SALES EMPLOYERS SHALL:

1. Be in compliance with all applicable Ohio and Federal laws relating to the employment of minors
2. Provide at least one supervisor who is over the age of eighteen, for each six minor employees
3. Have been and be in compliance with Ohio's Motor Vehicle Financial Responsibility, Workers' Compensation, Unemployment Compensation, and all other applicable laws
4. Require all minors to work at least in pairs
5. Not employ any minor who does not have an appropriate Age and Schooling Certificate
6. Provide each minor employee with a photo identification card
7. Not employ any minor in any door-to-door sales activity during school hours except where specifically permitted
8. Not employ minors under 16 in door-to-door sales activity before 7 a.m. or after 7 p.m.
9. Not employ minors 16 and 17 years of age in door-to-door sales activity before 7 a.m. or after 8 p.m.

***For Exceptions to Coverage See Chapter 4109.06**

This is a summary of ORC 4109. This summary does not include all of the requirements for minor labor laws. Persons should refer to 4109 for specific requirements applicable to them. This information can be accessed through the Ohio Department of Commerce Web site at www.com.state.oh.us.

POST IN A CONSPICUOUS PLACE

For further information about Minor Labor issues, please contact: The Ohio Department of Commerce, Division of Industrial Compliance & Labor, 6606 Tussing Road, Reynoldsburg, OH 43068 phone: (614) 644-2239. TTY/TDD: 1-800-750-0750. An Equal Opportunity Employer and Service Provider (REV. 10/13/09)

Safety and Health Protection on the Job

The Public Employment Risk Reduction Act ensures safe and healthy working conditions for Ohio's public employees.

Employer duties: Each public employer shall provide a place of employment free from recognized hazards.

Employee duties: Each employee shall comply with all safety and health standards, rules and regulations.

Enforcement: The Public Employment Risk Reduction Program (PERRP):

1. Inspects job sites for unsafe and unhealthy conditions and practices at the request of a public employee, public employee representative or public employer;
2. Issues citations requiring public employers to correct safety and health violations.

Refusal to work: Any public employee acting in good faith may refuse to work under conditions he or she reasonably believes will present an imminent danger of death or serious physical harm. This applies if the condition does not normally exist or is not reasonably expected to occur during the course of the employee's regular duties. A public employee who refuses to work under such conditions must follow these steps:

1. Notify his or her immediate supervisor that the condition poses imminent danger;
2. Submit a written statement of the imminent danger to PERRP as soon as practical.

The employee may be subject to disciplinary action if he or she does not meet all of the conditions in this rule.

Complaints: Any public employee or employee representative may file a complaint with PERRP via fax or letter. Employees should notify their immediate supervisors first to give the employer a chance to correct any unsafe or unhealthy conditions or practices *before* contacting PERRP.

Inspections: A PERRP inspector will privately question a representative sample of employees and management about safety and health conditions in the workplace.

Citations: If the inspection verifies a complaint, PERRP will issue a notice of the violation(s). The public employer must then prominently post this notice at or near the place where PERRP found the hazard(s).

Protection: Employers cannot discharge or otherwise discriminate against employees in any manner for filing a complaint or instituting any provision of the Act. Employees or their representatives may file discrimination complaints with the State Personnel Board of Review **within 60 days** of the discriminatory act. They may also pursue a discrimination complaint through the provisions of a collective bargaining agreement.

Fatality/multiple hospitalization reporting: The employer must contact PERRP **within eight hours** after the:

1. Death of any employee from a work-related incident; or
2. Inpatient hospitalization of three or more employees.

For more information contact:

Public Employment Risk Reduction Program

13430 Yarmouth Drive
Pickerington, OH 43147
ohiobwc.com

Phone: 614-644-2246
800-671-6858
TTY/TDD: 1-800-750-0750

Fax: 614-644-3133
Refusal to Work Pager: 614-731-4380
Fatality/Multiple Hospitalization Report Pager: 614-731-4380

Family Violence Doesn't Stay Home When Its Victims Go to Work

If you or someone you know is experiencing violence, we can help.



Ohio Domestic Violence Network
800-934-9840



ccafv.org

Changing Attitudes
Changing Lives

Ohio Domestic Violence Network
800-934-9840
odvn.org

National Domestic Violence Hotline
800-799-7233 (TTY 800-787-3224)
ndvh.org

Ohio Employee Assistance Program
800-221-6327
ohio.gov/EAP

United Behavioral Health,
24-Hour Hotline
800-852-1091

Action Ohio Coalition
for Battered Women
888-622-9315
actionohio.org

BRAVO
Buckeye Region Anti-Violence
Organization
866-862-7286
bravo-ohio.org

Office of Criminal Justice Services
Family Violence Prevention Center
888-448-4842
fvpc.ohio.gov

National Teen Dating Abuse Hotline
866-331-9474 (TTY 866-331-8453)
loveisrespect.org



Family Violence Doesn't Stay Home When Its Victims Go to Work

If you or someone you know is experiencing violence, we can help.



CHOICES
614-224-4663



ccafv.org

**Changing Attitudes
Changing Lives**

**CHOICES, 24-hour Domestic
Violence Hotline**
614-224-4663
choicesdvcols.org

Ohio Domestic Violence Network
800-934-9840 (TTY 800-787-3224)
odvn.org

Ohio Employee Assistance Program
800-221-6327
ohio.gov/EAP

**United Behavioral Health,
24-Hour Hotline**
800-852-1091

**Action Ohio Coalition
for Battered Women**
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actionohio.org

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bravo-ohio.org

**Office of Criminal Justice Services
Family Violence Prevention Center**
888-448-4842
fvpc.ohio.gov

National Teen Dating Abuse Hotline
866-331-9474 (TTY 866-331-8453)
loveisrespect.org





Certificate of Premium Payment

This certifies the employer listed below has paid into the Ohio State Insurance Fund as required by law. Therefore, the employer is entitled to the rights and benefits of the fund for the period specified. For more information, call 1-800-OHIOBWC.

This certificate must be conspicuously posted.

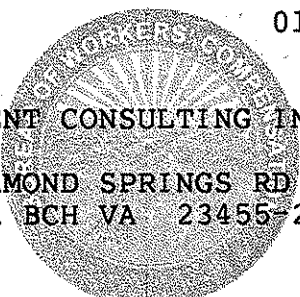
Policy No. and Employer

Period Specified Below

1192633

01/01/2011 THRU 08/31/2011

MANAGEMENT CONSULTING INC
MANCON
1961 DIAMOND SPRINGS RD
VIRGINIA BCH VA 23455-2319



Stephen Bucher
Administrator/CEO

ohiobwc.com

You can reproduce this certificate as needed.

Ohio Bureau of Workers' Compensation

Required Posting

Effective Oct. 13, 2004, Section 4123.54 of the Ohio Revised Code requires notice of rebuttable presumption. Rebuttable presumption means an employee may dispute or prove untrue the presumption (or belief) that alcohol or a controlled substance not prescribed by the employee's physician is the proximate cause (main reason) of the work-related injury.

The burden of proof is on the employee to prove the presence of alcohol or a controlled substance was not the proximate cause of the work-related injury. An employee who tests positive or refuses to submit to chemical testing may be disqualified for compensation and benefits under the Workers' Compensation Act.



OHIO BUREAU OF WORKERS' COMPENSATION

REQUIRED POSTING

Effective October 13, 2004, Section 4123.54 of the Ohio Revised Code requires notice of rebuttable presumption. Rebuttable presumption means that an employee may dispute or prove untrue the presumption (or belief) that alcohol or a controlled substance not prescribed by the employee's physician is the proximate cause (main reason) of the work-related injury.

The burden of proof is on the employee to prove that the presence of alcohol or a controlled substance was not the proximate cause of the work-related injury. An employee who tests positive or refuses to submit to chemical testing may be disqualified for compensation and benefits under the Workers' Compensation Act.

THIS LANGUAGE MUST BE POSTED WITH THE CERTIFICATE OF COVERAGE

NOTICE TO EMPLOYEES

Section 4123.84 of the Workers' Compensation Law of Ohio (Revised Code) reads as follows:

(A) In all cases of injury or death, claims for compensation or benefits for the specific part or parts of the body injured shall be forever barred unless, within two years after the injury or death:

- (1) Written notice of the specific part or parts of the body claimed to have been injured has been made to the Industrial Commission or the Bureau of Workers' Compensation;
- (2) The employer, with knowledge of a claimed compensable injury or occupational disease, has paid wages in lieu of compensation for total disability;
- (3) In the event the employer has elected to pay compensation or benefits directly, one of the following has occurred:
 - (a) Written notice of the specific part or parts of the body claimed to have been injured has been given to the commission or bureau, or the employer has furnished treatment by a licensed physician in the employ of an employer; providing, however, that the furnishing of such treatment shall not constitute a recognition of a claim as compensable, but shall do no more than satisfy the requirements of this section;
 - (b) Compensation or benefits have been paid or furnished equal to or greater than is provided for in Sections 4123.52, 4123.55 to 4123.62, and 4123.64 to 4123.67 of the Revised Code.
- (4) Written notice of death has been given to the commission or bureau.

As used in division (A) (3) (b) of this section, "benefits" means payment by a self-insuring employer to, or on behalf of, an employee for:

- (1) A hospital bill;
- (2) A medical bill to a licensed physician or hospital;
- (3) An orthopedic or prosthetic device.

Section 4121.65 of the Ohio Revised Code grants authority to self-insuring employers to furnish rehabilitation services as long as the quality and content is equal to or greater than that provided by the bureau of workers' compensation, and prior approval has been given by the bureau.

OHIO BUREAU OF WORKERS' COMPENSATION

NOTE: This notice is to be posted and maintained at all times in one or more conspicuous places in workshops or places of employment by all self-insuring employers.