

# Indiana Agricultural and Horticultural Employer Checklist

Updated November 2008 by Mid American Ag and Hort Services, Inc.  
in partnership with the United States Department of Agriculture's Risk Management Agency.



## Human Resource Management Practices

Human resource management is best viewed as a process that includes seven functions.

1. Job analysis and job description
2. Hiring
3. Orientation and training
4. Employer/employee interaction
5. Performance appraisal
6. Compensation
7. Discipline

Agricultural and horticultural employers need to be aware of the many rules and regulations that pertain to the employment process. Sometimes it is difficult to appreciate the need to comply with these rules and regulations. This is a necessary function of management and must be administered properly. A well designed and functional human resources program will save a business time and money involving compliance issues, and may lead to more productive employees through progressive human resources programs.

Effective workplace rules, procedures and employee policies help to provide a positive working environment in which employees and employers are most likely to succeed. Such practices also help employers avoid wrongful termination charges by employees.

Categories of links to many valuable articles, publications, web sites, documents and other resources that will help employers to implement effective human resource management practices in their businesses may be found in the on-line version of this checklist.

## Using This Employer Checklist

This checklist includes six sections designed to assist employers performing tasks required by Indiana and Federal labor laws and regulations. ***The on-line version, referenced in the footer of each page, includes live hyperlinks that will be updated regularly and assist you in locating necessary forms and information. Details on the printed version will become outdated over time.*** The details of finding links and phone numbers for requirements listed in Sections I to Section IV may be found in "Section V - References." Section VI is a table that provides guidance on the applicability of most Indiana and Federal labor laws and regulations to a business.

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## **Section I – Before Hiring, Employers Must:**

- Decide if Independent Contractor or Employee:
  - Whether an individual is an employee or an independent contractor is a question of fact and must be determined for each person. If an individual is an employee, then any costs of workers' compensation, social security, and applicable unemployment insurance, as well as federal income tax withholding and Indiana income tax withholding are the responsibility of the employer. If an individual is an independent contractor, these costs and tax withholdings are the contractor's responsibility. *Links to guidelines for deciding are found in the reference section.*
- Get FEIN (Federal Employer Identification Number):
  - Fill out **IRS Form SS-4**; this form assigns a 9 digit FEIN to the employer.
  - IRS will send you the required preprinted deposit slips to begin making Social Security and Federal Tax Withholding deposits through your local bank.
- Indiana "New Hire" Report:
  - Complete and send within 20 days of hiring or rehiring an employee.
- BT-1 (Application for Registration as an Indiana Withholding Agent):
  - This form registers you to withhold State and applicable County income tax from employees' wages and the State will send you the WH-1 forms for making State tax deposits.
- W-4 and WH-4, Federal and Indiana (Employee's Withholding Exemption Form):

Employer is required to keep on file.

  - **W-4:** Employee's Federal Withholding Allowance Certificate.
  - **WH-4:** Indiana Withholding Exemption and County Status Certificate.
- Complete Indiana Minor Labor Forms (employees under age 18):
  - **Intention to Employ/A1** is used by teen to obtain employer and parent/guardian signatures necessary for getting a work permit.
  - **Work Permit** is required except for minors engaged in farm labor and other limited exceptions.
  - **Written Parental Permission Form** is required for 16 and 17-year who will work beyond normal hour restrictions.
- Obtain Workers' Compensation Insurance if required or elected:
  - Covers work related injuries and illnesses. Coverage is optional on farm employees.
  - Contact a private insurance carrier.
- Provide Worker Information, Terms and Conditions of Employment (disclosure):
  - For employers subject to Migrant & Seasonal Agricultural Worker Protection Act (MSPA)(see section VI).
- Develop and Implement a Hiring and Employment Process That Does Not Illegally Discriminate Against Job Applicants:
  - Primarily involves laws enforced by the Equal Employment Opportunity Commission and Indiana Civil Rights Commission.
- Display Posters and Required Information:
  - Indiana and federal laws require certain posters and information be prominently displayed for employees.
  - Visit [www.midamservices.org](http://www.midamservices.org), click on "Labor Laws" and then "Posting." View both the Federal and Indiana sections to find poster compliance information, phone numbers to order and links to download.

## **Section II – After Hiring, Employers Must:**

- ❑ Complete **I-9 Form** (Employment Eligibility and Identify Verification) after hiring and by third day of work: Employer is required to keep on file for three (3) years after the date of hire or for one (1) year after employment is terminated, **whichever is later**. Use of the E-verify program is currently voluntary (except for federal contractors).
- ❑ Pay at least Minimum Wage (\$6.55/hour) with few exceptions. Minimum wage scheduled to increase to \$7.25/hour effective 7/24/2009.
- ❑ Withhold 6.2% (**Social Security, OASDI**) and 1.45% (**Medicare**) from each employee's gross paycheck - Total of 7.65% (see exceptions in Circular A, Publication 51 and Circular E, Publication 15).
- ❑ **Withhold Federal Income Tax (FITW)**, using tax table in Circular E, Publication 15.
- ❑ **Deposit** employee's share of Social Security and Medicare withheld PLUS matching employer's contribution (Total 15.3%) to local depositor bank with Form 8109 Coupon Book sent to you from the IRS. Include the employee's share of Federal income tax withheld in the deposit amount and check appropriate boxes.
- ❑ **Withhold Indiana State and Applicable County Income Tax** from employee's wages according to WH-13 "Withholding Instructions for State & County Income Taxes."
- ❑ **Deposit Indiana state and county income taxes** withheld from employee's wages to the State of Indiana using WH-1 vouchers.
- ❑ Make **Workers' Compensation premium payments** to private insurance carrier if coverage is required or elected.
- ❑ **Report work-related fatalities and catastrophes** (when three or more are hospitalized overnight) to 317-232-2693 or 1-800-321-OSHA (6742) within eight (8) hours of when the incident is reported to the employer.
- ❑ **Pay Indiana and Federal Unemployment if liable.**
  - **Agricultural employers** are liable if gross payroll in the business exceeds \$20,000 in a calendar quarter, or if 10 or more workers during any 20 weeks in a calendar year.
  - **For-profit non-agricultural employers** are liable if they pay \$1,500 in gross wages in a single calendar quarter or if they have at least one worker performing services in some part of a day in each of 20 weeks in a calendar year.
  - **Federal:** Deposit quarterly Using Form 8109 Coupon Book in any calendar quarter you have \$500 of FUTA Tax (including carryover from previous quarter).
  - **Indiana:** Must complete Report to Determine Status (Form-2837) and/or Status Report Agricultural Employment (Form 46798) and submit Quarterly Contribution Report (Form UC-1) and Quarterly Payroll Report (Form UC-5) with deposits.

## **Section III – During Employment, Employers Must Provide to Employees:**

- ❑ Detailed **statement of earnings** with paycheck which must include: Employee's name, address, SS#, hours worked, pay basis, pay period dates, current and cumulative earnings and withholdings, deductions and purpose, piece rate units and hours, employer's name, address and FEIN. Employers subject to MSPA (see compliance thresholds) must also include employee's permanent address.
- ❑ Employee must sign **agreement for any deductions** other than required by tax or court mandates.
- ❑ Employee's copies of annual **Indiana WH-3**, combined **W-2** wage statement by January 31 of the following year.
- ❑ Copies B and C of **Indiana WH-18** (for nonresidents) by January 31 of the following year.

## **Section IV – Annually, Employers Must Complete:**

- ❑ **IRS Form W-3** – Transmittal of all W-2 forms, due by 2/28.
- ❑ **IRS Form 940** - Employer's Annual Federal Unemployment Tax Return, due by 1/31.
- ❑ **IRS Form 943** – Summarizing all agricultural wages and Federal/SS deposits, due by 1/31.
- ❑ **Indiana WH-3** - Annual State Income Tax Withholding Form, due by 2/28. Also use **WH-18** for nonresidents.
- ❑ **OSHA Form 300A** - Summary of Work Related Injuries and Illnesses for employers of 11 or more. Must be posted in a conspicuous place February to April for the prior calendar year's injuries and illnesses.

## **Section V – References:**

**Forms and Publications** - Web sites and phone numbers are subject to change. View the web version with live hyperlinks at [www.midamservices.org](http://www.midamservices.org) by clicking on "Quick Ref" & "Checklists."

- ❑ **Independent Contractor or Employee?**
  - IRS Publication - <http://www.irs.gov/businesses/small/article/0,,id=99921,00.html>
  - Business Owner's Guide to State Government - <http://www.in.gov/core/2644.htm>
  - Workers' Compensation Board of Indiana - <http://www.in.gov/wcb/2328.htm>
- ❑ **Indiana Department of Workforce Development**, 1-888-WORKONE or <http://www.in.gov/dwd/2660.htm>
  - Form 2837 - Report to Determine Status
  - Form-46798 - Status Report Agricultural Employment
  - Form UC-1 - Quarterly Contribution Report
  - Form UC-5 - Quarterly Payroll Report
- ❑ **Internal Revenue Service**, 1-800-829-3676 or [www.irs.gov/formspubs/](http://www.irs.gov/formspubs/)
  - IRS Publication 51 – Circular A, Agricultural Employer's Tax Guide
  - IRS Publication 15 – Circular E, Employer's Tax Guide
  - IRS Publication 225 – Farmer's Tax Guide
  - W-2 - Wage and Tax Statement
  - W-3 - Transmittal of all W-2 forms
  - W-4 - Employee's Withholding Allowance Certificate
  - SS-4 - Application for Federal Employer Identification Number
  - Form 940 - Employer's Annual Federal Unemployment Tax Return
  - Form 941 - Employer's Quarterly Federal Tax Return
  - Form 943 - Employer's Annual Federal Tax Return for Agricultural Employees
  - Form 8109B - Federal Tax Deposit Coupon (for informational use only)
- ❑ **Indiana Department of Revenue**, 1-317-233-4016 or <http://www.in.gov/dor/3489.htm>
  - BT-1 - Registration as an Indiana Withholding Agent (Business Tax Application)
  - WH-1 - Indiana Employer Withholding Tax Voucher
  - WH-3 - Annual Withholding Form
  - WH-4 - Indiana Employee Withholding Exemption and County Status Certificate
  - WH-13 - Withholding Instructions for State and County Income Taxes
  - WH-18 - Miscellaneous Withholding Tax Statement for Nonresidents

- ❑ **Indiana New Hire Reporting Center**, 1-866-879-0198 or <http://www.in-newhire.com/>
  - Indiana New Hire Reporting Form
- ❑ **U.S. Citizenship and Immigration Services**, 1-800-375-5283 or <http://www.uscis.gov/i-9>
  - Form I-9 - Employment Eligibility Verification
  - E-Verify information (voluntary except for federal contractors)
- ❑ **Workers' Compensation Board of Indiana**, 1-800-824-COMP or <http://www.in.gov/wcb/>
  - Contact private carrier for coverage
- ❑ **Indiana Bureau of Child Labor**, 1-317-232-2655 or <http://www.in.gov/dol/childlabor.htm>
  - Intention to Employ/A1
  - Work Permit (available only to Schools/issuing officers)
  - Written Parental Permission Form
- ❑ **U.S. Department of Labor**, 1-866-4-USWAGE or <http://www.dol.gov/library/forms/FormsByNum.asp>
  - Optional form WH-516 (English) or WH-516 (Spanish) - You may also create your own disclosure notice.
- ❑ **Indiana Occupational Safety and Health Division (IOSHA)**, 1-317-232-2655 or <http://www.in.gov/labor/iosha/>
  - OSHA Forms 300 and 300A Log
- ❑ **Equal Employment Opportunity Commission**, 1-800-669-4000 or <http://www.eeoc.gov/>
- ❑ **Indiana Civil Rights Commission**, 1-800-628-2909 or <http://www.in.gov/icrc/>
- ❑ **Business Owner's Guide to Indiana State Government**, [http://www.in.gov/business\\_guide.htm](http://www.in.gov/business_guide.htm)
- ❑ **Mid American Ag and Hort Services, Inc.**
  - 419-724-2930, [maahsadmin@eisc.org](mailto:maahsadmin@eisc.org), <http://www.midamservices.org>
  - This is a membership-based organization that builds productive working relationships with the governmental agencies responsible for administration and enforcement of labor laws and regulations by engaging in cooperative educational approaches to compliance.
  - The web site is a valuable resource with numerous links to government agencies and human resource articles.

### **Safe-Harbor Procedures for Employers Who Receive a No-Match Letter**

The Department of Homeland Security (DHS) issued a Supplemental Final Rule on Oct. 23, 2008 that provides additional background and analysis for the department's No-Match Rule. The DHS regulation, which was originally proposed in June 2006 and issued in August 2007 as a Final Rule, clarifies what steps responsible employers can take to resolve discrepancies identified in "no-match" letters issued by the Social Security Administration (SSA). It also provides guidance to help businesses comply with legal requirements intended to reduce the illegal employment of unauthorized workers.

Implementation of the No-Match Rule has been stayed following a preliminary injunction issued by the U.S. District Court for the Northern District of California last year. In March 2008, DHS published a Supplemental Proposed Rule addressing the issues raised by the Court in its order enjoining implementation of the rule, including a more detailed analysis of how the department developed the no-match policy and a detailed economic analysis of the rule. DHS is returning to the District Court to request that the injunction be lifted so that implementation of the rule can proceed.

*Visit [http://www.dhs.gov/xprevprot/laws/gc\\_1209062535824.shtm](http://www.dhs.gov/xprevprot/laws/gc_1209062535824.shtm) for more information*

## **Section VI – Labor Laws/Regulations Compliance Thresholds/Contacts:**

The following table provides an overview of how many employees an employer must have to be covered by many Indiana and federal laws and regulations. Coverage for some laws and regulations may depend on requirements other than the number of employees. Further exploration into the contacts will provide more information.

Web sites and phone numbers are subject to change. View the web version with live hyperlinks at [www.midamservices.org](http://www.midamservices.org) by clicking on "Quick Ref" and "Checklists." Employers will find that other parts of this web site contain valuable human resource and compliance information.

<b>Number of Employees</b>	<b>State or Federal</b>	<b>Law/Regulation and Contacts</b>
1	Federal	<b>Consumer Credit Protection Act (Wage Garnishment)</b> <a href="http://www.dol.gov/esa/whd/garnishment/index.htm">http://www.dol.gov/esa/whd/garnishment/index.htm</a> or 1-866-4-USWAGE
1	Federal	<b>Drug-Free Workplace Act of 1988 (federal contractors &amp; grantees)</b> <a href="http://www.dol.gov/elaws/asp/drugfree/screen4.htm">http://www.dol.gov/elaws/asp/drugfree/screen4.htm</a> or 202-693-5919
1	Federal	<b>Electronic Communications Privacy Act of 1986 (ECPA)</b> <a href="http://www.usiia.org/legis/ecpa.html">http://www.usiia.org/legis/ecpa.html</a>
1	Federal	<b>Employee Polygraph Protection Act of 1988</b> <a href="http://www.dol.gov/dol/compliance/comp-eppa.htm">http://www.dol.gov/dol/compliance/comp-eppa.htm</a> or 1-866-4-USWAGE
1	Federal	<b>Employee Retirement Income Security Act (ERISA)</b> <a href="http://www.dol.gov/dol/topic/health-plans/erisa.htm">http://www.dol.gov/dol/topic/health-plans/erisa.htm</a> or 1-866-444-3272
1	Federal	<b>Employee Right-to-Know Laws (Hazardous Chemicals in Workplace)</b> <a href="http://www.osha.gov/SLTC/hazardcommunications/index.html">http://www.osha.gov/SLTC/hazardcommunications/index.html</a> or 1-800-321-OSHA
1	Federal	<b>Equal Pay Act (EPA)</b> <a href="http://www.eeoc.gov/types/epa.html">http://www.eeoc.gov/types/epa.html</a> or call 1-800-669-4000
1	Federal	<b>Executive Order 11246 (Affirmative Action)</b> <a href="http://www.dol.gov/dol/topic/hiring/affirmativeact.htm">http://www.dol.gov/dol/topic/hiring/affirmativeact.htm</a> or call 1-866-4-USA-DOL
1	Federal	<b>Fair Credit Reporting Act (FCRA)</b> <a href="http://www.ftc.gov/os/statutes/fcrajump.shtm">http://www.ftc.gov/os/statutes/fcrajump.shtm</a> or 202-326-2222
1	Federal	<b>Fair Labor Standards Act of 1938 (FLSA)</b> Covers minimum wage, overtime pay, record keeping, child labor standards <a href="http://www.dol.gov/esa/whd/flsa/index.htm">http://www.dol.gov/esa/whd/flsa/index.htm</a> or 1-866-4-USWAGE
1	Federal	<b>Federal Income Tax Withholding</b> <a href="http://www.irs.gov/pub/irs-pdf/fw4.pdf">www.irs.gov/pub/irs-pdf/fw4.pdf</a> or 1-800-829-4933
1	Federal	<b>Federal Insurance Contribution Act (FICA)</b> <a href="http://www.ssa.gov/employer1.htm">http://www.ssa.gov/employer1.htm</a> or 1-800-772-1213
1	Federal	<b>Federal Unemployment Tax Act (FUTA)</b> <a href="http://www.irs.gov/formspubs/">http://www.irs.gov/formspubs/</a> or 1-800-829-4933
1	Federal	<b>Health Insurance Portability and Accountability Act of 1996 (HIPAA)</b> <a href="http://www.dol.gov/dol/topic/health-plans/portability.htm">http://www.dol.gov/dol/topic/health-plans/portability.htm</a> or 1-866-444-3272
1	Federal	<b>Immigration and Nationality Act</b> <a href="http://www.uscis.gov/">http://www.uscis.gov/</a> or 1-800-375-5283
1	Federal	<b>Immigration Reform and Control Act of 1986 (IRCA)</b> 1-800-375-5283 or <a href="http://www.uscis.gov/">http://www.uscis.gov/</a>
1	Federal	<b>National Labor Relations Act &amp; Labor-Management Relations Act of 1947</b> <a href="http://www.nlr.gov/">http://www.nlr.gov/</a> or 1-866-667-6572
1*	Federal & Indiana	<b>Occupational Safety and Health Act of 1970 (OSHA)</b> (Indiana operates a state program) <a href="http://www.in.gov/labor/iosha/">http://www.in.gov/labor/iosha/</a> or <a href="http://www.osha.gov/">http://www.osha.gov/</a> or 1-317-232-2655 * Limited exemption for farms under 11 employees without temporary labor camps
1	Federal & Indiana	<b>Occupational Safety and Health Administration Compliance Assistance Authorization Act of 1998</b> <a href="http://www.osha.gov/">http://www.osha.gov/</a> or 1-800-321-OSHA
1	Federal & Indiana	<b>Personal Responsibility and Work Opportunity Reconciliation Act of 1996 and Indiana New Hire Reporting Law</b> <a href="http://www.in-newhire.com/">http://www.in-newhire.com/</a> or 1-866-879-0198

<b>Number of Employees</b>	<b>State or Federal</b>	<b>Law/Regulation and Contacts</b>
1	Federal	<b>Uniformed Services Employment and Re-Employment Rights Act of 1994 (USERRA) (also referred to as Military Leave)</b> <a href="http://www.dol.gov/elaws/vets/userra/userra.asp">http://www.dol.gov/elaws/vets/userra/userra.asp</a> or 1-866-4-USA-DOL
1	Federal	<b>Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA)</b> <a href="http://www.dol.gov/esa/ofccp/regs/compliance/ca_vevraa.htm">http://www.dol.gov/esa/ofccp/regs/compliance/ca_vevraa.htm</a> or 1-866-4-USA-DOL
1	Federal & Indiana	<b>Worker Protection Standard (WPS)</b> <a href="http://www.epa.gov/pesticides/health/worker.htm">http://www.epa.gov/pesticides/health/worker.htm</a> or 312-886-7835 (U.S. EPA) and <a href="http://www.isco.purdue.edu/pesticide/index_pest1.html">http://www.isco.purdue.edu/pesticide/index_pest1.html</a> 765-494-1492 (Office of Indiana State Chemist)
1	Indiana	<b>Smoking Discrimination Law</b> <a href="http://www.in.gov/icrc/">http://www.in.gov/icrc/</a> or 1-800-628-2909
1	Indiana	<b>Age Discrimination Law</b> <a href="http://www.in.gov/icrc/">http://www.in.gov/icrc/</a> or 1-800-628-2909
1	Indiana	<b>Pregnancy/Maternity Leave Law</b> <a href="http://www.in.gov/icrc/">http://www.in.gov/icrc/</a> or 1-800-628-2909
1 minor	Indiana	<b>Child Labor Law</b> <a href="http://www.in.gov/dol/childlabor.htm">http://www.in.gov/dol/childlabor.htm</a> or 1-317-232-2655
1	Indiana	<b>Job Reference Liability Law</b> IC Title 22, Article 5, Chapter 3 (web version includes direct link)
1	Indiana	<b>Jury Duty Leave Law</b> IC Title 35, Article 44, Chapter 3 (web version includes direct link)
1	Indiana	<b>Military Leave Law</b> IC Title 10, Article 17, Chapter 4 (web version includes direct links)
1*	Indiana	<b>Overtime Pay Law</b> <a href="http://www.in.gov/dol/2345.htm">http://www.in.gov/dol/2345.htm</a> or 1-317-232-2655 * farm work exemption
1	Indiana	<b>Wage Payment Law</b> <a href="http://www.in.gov/dol/2345.htm">http://www.in.gov/dol/2345.htm</a> or 1-317-232-2655
1*	Indiana	<b>Unemployment Insurance Law</b> <a href="http://www.in.gov/dwd/2660.htm/">http://www.in.gov/dwd/2660.htm/</a> or 1-888-WORKONE * Also payroll threshold
1	Indiana	<b>Whistleblower Protection Laws</b> IC Title 4, Article 15, Chapter 10; Title 20, Article 12, Chapter 1; Title 22, Article 9, Chapter 2; and Title 36, Article 1, Chapter 8 (web version includes direct links)
1	Indiana	<b>Service Letter Law</b> IC Title 22, Article 6, Chapter 3 (web version includes direct links)
1	Indiana	<b>Workers' Compensation Law</b> <a href="http://www.in.gov/wcb/">http://www.in.gov/wcb/</a> or 1-800-824-COMP
2*	Indiana	<b>Minimum Wage Law</b> <a href="http://www.in.gov/labor/wagehour/or">http://www.in.gov/labor/wagehour/or</a> 317-232-2673 * farm work exemption
2	Federal	<b>Mental Health Parity Act of 1996 (MPHA)</b> <a href="http://www.dol.gov/dol/topic/health-plans/mental.htm">http://www.dol.gov/dol/topic/health-plans/mental.htm</a> or 1-866-275-7922
2	Federal	<b>Newborns' and Mothers' Health Protection Act of 1996 (NMHPA)</b> <a href="http://www.dol.gov/ebsa/newsroom/fsnmhafs.html">http://www.dol.gov/ebsa/newsroom/fsnmhafs.html</a> or 1-866-275-7922
2	Federal	<b>Pregnancy Discrimination Act (PDA)</b> <a href="http://www.eeoc.gov/types/pregnancy.html">http://www.eeoc.gov/types/pregnancy.html</a> or 1-800-669-4000
2	Indiana	<b>Equal Pay Law</b> <a href="http://www.in.gov/dol/2345.htm">http://www.in.gov/dol/2345.htm</a> or 1-317-232-2655
5 in housing	Indiana	<b>Indiana Agricultural Labor Camp Law</b> (Temporarily housing migrant agricultural or related food processing workers) <a href="http://www.in.gov/isdh/23276.htm">http://www.in.gov/isdh/23276.htm</a> or 1-317-233-7183
6	Indiana	<b>Fair Employment Practices Law (Indiana Civil Rights Law)</b> <a href="http://www.in.gov/icrc/">http://www.in.gov/icrc/</a> or 1-800-628-2909

<b>Number of Employees</b>	<b>State or Federal</b>	<b>Law/Regulation and Contacts</b>
6-8 (500 man-day test)*	Federal	<b>Migrant and Seasonal Agricultural Worker Protection Act (MSPA)</b> <a href="http://www.dol.gov/esa/whd/mspa/index.htm">http://www.dol.gov/esa/whd/mspa/index.htm</a> or 1-866-4-USWAGE (*A "man day" is defined as any day during which an employee performs agricultural work for at least one hour. 500 in a calendar quarter meets the test for coverage.)
15	Federal	<b>Americans With Disability Act of 1990 (ADA)</b> <a href="http://www.eeoc.gov/types/ada.html">http://www.eeoc.gov/types/ada.html</a> or 1-800-669-4000
15	Federal	<b>Civil Rights Act of 1964 – Title VII- Equal Employment Opportunities</b> <a href="http://www.eeoc.gov/policy/vii.html">http://www.eeoc.gov/policy/vii.html</a> or 1-800-669-4000
15	Federal	<b>Civil Rights Act of 1991</b> <a href="http://www.eeoc.gov/policy/cra91.html">http://www.eeoc.gov/policy/cra91.html</a> or 1-800-669-4000
15	Indiana	<b>Disability Discrimination Law</b> <a href="http://www.in.gov/icrc/">http://www.in.gov/icrc/</a> or 1-800-628-2909
20	Federal	<b>Age Discrimination in Employment Act of 1967 (ADEA)</b> <a href="http://www.eeoc.gov/types/age.html">http://www.eeoc.gov/types/age.html</a> or 1-800-669-4000
20	Federal	<b>Consolidation Omnibus Budget Reconciliation Act (COBRA)</b> <a href="http://www.dol.gov/dol/topic/health-plans/cobra.htm">http://www.dol.gov/dol/topic/health-plans/cobra.htm</a> or 1-866-275-7922
20	Federal	<b>Older Workers Benefit Protection Act (OWBPA)</b> <a href="http://www.eeoc.gov/types/age.html">http://www.eeoc.gov/types/age.html</a> or 1-800-669-4000
50	Federal	<b>Family and Medical Leave Act of 1993 (FMLA)</b> <a href="http://www.dol.gov/esa/whd/fmla/">http://www.dol.gov/esa/whd/fmla/</a> or 1-866-4-USWAGE
100	Federal	<b>Worker Adjustment and Retraining Notification Act of 1989 (WARN)</b> <a href="http://www.dol.gov/asp/programs/guide/layoffs.htm">http://www.dol.gov/asp/programs/guide/layoffs.htm</a> or 1-877-872-5627

### **Mid American Ag and Hort Services, Inc.**

5555 Airport Highway, Ste 100, Toledo, OH 43615-7320  
419.724.2930 (PH), 419.531.8465 (FX), [maahsadmin@eisc.org](mailto:maahsadmin@eisc.org), [www.midamservices.org](http://www.midamservices.org)

***"Simplifying Labor Issues"***

***"Transforming Human Resources"***

#### **MAAHS Vision:**

- Creating widespread human resource management strengths in Mid American agricultural and horticultural businesses.

#### **MAAHS Mission:**

- Helping MAAHS members respond to opportunities for human resource management success with their management teams, employees, potential employees and governmental agencies.
- Making MAAHS the known leader in identifying and dealing with human resource management issues for Mid American agricultural and horticultural businesses.
- Building productive working relationships with the governmental agencies responsible for administration and enforcement of labor laws and regulations by engaging in cooperative educational approaches to compliance.

### **United States Department of Agriculture Risk Management Agency**

<http://www.rma.usda.gov>

**RMA Vision** - We serve America's agricultural producers through effective, market-based risk management solutions.

**RMA Mission** - RMA promotes, supports and regulates sound risk management solutions to preserve and strengthen the economic stability of America's agricultural producers.

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