ATTENTION EMPLOYEES

The Texas Payday Law, Title 2, Chapter 61, Texas Labor Code, requires Texas employers to pay their employees who are exempt from the overtime pay provisions of the Fair Labor Standards Act of 1938 at least once per month. All other employees must be paid at least as often as semi-monthly and each pay period must consist as nearly as possible of an equal number of days.

Scheduled paydays: (You must indicate date or dates of the month for employees paid monthly or semi-monthly, and day of the week for employees paid weekly or at other times.)

MONTHLY  ____________________________

SEMI-MONTHLY ________________________

WEEKLY  ____________________________

OTHER  ____________________________

BI-WEEKLY ON FRIDAYS

For more information write or contact the Texas Workforce Commission in Austin or contact your nearest TWC office. TWC offices are located in major cities throughout the state.

TEXAS WORKFORCE COMMISSION
Labor Law Section
101 East 15th Street, Room 124T
Austin, Texas 78778-0001

1-800-832-9243
TDD 1-800-735-2989 (Hearing Impaired)

TO EMPLOYERS: The law requires that this notice or its equivalent be posted in conspicuous places at your business.
Office of Injured Employee Counsel

As an injured employee in Texas, you have the right to free assistance from the Office of Injured Employee Counsel (OIEC). OIEC is a state agency that is responsible for assisting injured employees with their claim in the workers’ compensation system.

You can contact OIEC by calling its toll-free telephone number: 1-866-EZE-OIEC (1-866-393-6432). More information about OIEC and its Ombudsman Program is available at the agency’s website (www.oiec.state.tx.us).

Ombudsman Program

What is an Ombudsman?

An Ombudsman is an employee of OIEC who can assist you if you have a dispute with your employer’s insurance carrier. An Ombudsman’s assistance is free of charge. Each Ombudsman has a workers’ compensation adjuster’s license and has completed a comprehensive training program designed specifically to assist you with your dispute.

If you have a proceeding scheduled before the Texas Department of Insurance, Division of Workers’ Compensation, an Ombudsman can:

- Help you prepare for the proceeding (Benefit Review Conference and/or Contested Case Hearing);
- Attend the proceeding with you and communicate on your behalf; and
- Assist you with your appeal and response to insurance carrier appeals.

28 TAC §276.5. Employer Notification of Ombudsman Program to Employees (03/10)
CHILD LABOR LAWS
Texas Workforce Commission
Labor Law Section, Child Labor Enforcement
U.S. Department of Labor
Wage and Hour Division

For further information about Texas’ child labor laws, call:
1-800-832-9243
(in Texas only)
TDD 1-800-735-2989

This poster provides some guidelines to the Texas child labor laws, but it is not complete. Chapter 51, Texas Labor Code, governs the employment of children under Texas state law. MINIMUM AGE FOR EMPLOYMENT IS 14; however, state and federal laws provide for certain exceptions. Please call TWC’s Labor Law Section for a complete copy of the law or for answers to questions about labor law. The Fair Labor Standards Act (FLSA) governs federal laws and guidelines pertaining to child labor. For information concerning federal child labor laws, consult your local listings for the nearest office of the U.S. Department of Labor, Wage and Hour Division or call 1-866-487-9243

The following are prohibited occupations for 14- through 17-year-old children:

Prohibited occupations are the same for both federal and state law. The minimum age applies even when the minor is employed by the parent or a person standing in the place of the parent. The hazardous occupations designated by an asterisk (*) have provisions for employment of persons below the age of eighteen (18), provided applicable apprentice or student-learner certification has been obtained. Persons desiring specific information about these exceptions should contact the nearest office of the United States Department of Labor.

Occupations declared particularly hazardous or detrimental to the health or well-being of all children 14 through 17 years of age include occupations:

1. (a) Driving and managing vehicles other than retail establishments which manufacture or store explosives or articles containing explosive components.
   (b) Operating or assisting in the operation of power-driven machinery.
   (c) Operating or assisting in the operation of power-driven industrial machinery.
   (d) Operating or assisting in the operation of a power-driven industrial machinery.
   (e) Operating or assisting in the operation of a power-driven industrial machinery.
   (f) Operating or assisting in the operation of a power-driven industrial machinery.
   (g) Operating or assisting in the operation of a power-driven industrial machinery.
   (h) Operating or assisting in the operation of a power-driven industrial machinery.
   (i) Operating or assisting in the operation of a power-driven industrial machinery.
   (j) Operating or assisting in the operation of a power-driven industrial machinery.
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   (p) Operating or assisting in the operation of a power-driven industrial machinery.
   (q) Operating or assisting in the operation of a power-driven industrial machinery.
   (r) Operating or assisting in the operation of a power-driven industrial machinery.
   (s) Operating or assisting in the operation of a power-driven industrial machinery.
   (t) Operating or assisting in the operation of a power-driven industrial machinery.
   (u) Operating or assisting in the operation of a power-driven industrial machinery.
   (v) Operating or assisting in the operation of a power-driven industrial machinery.
   (w) Operating or assisting in the operation of a power-driven industrial machinery.
   (x) Operating or assisting in the operation of a power-driven industrial machinery.
   (y) Operating or assisting in the operation of a power-driven industrial machinery.
   (z) Operating or assisting in the operation of a power-driven industrial machinery.

   Additional prohibited occupations that apply only to 14- and 15-year-olds:

   Occupations declared particularly hazardous or detrimental to the health or well-being of 14- and 15-year-old children include:
   (1) Mining, manufacturing, or processing occupations, including duties in workshops or places where goods are manufactured, mined, or otherwise processed.
   (2) The operation of a livestock holding apparatus or any power-driven machinery other than office machines.
   (3) Operating a motor vehicle or service as helpers on such vehicles, including passengertype vehicles.
   (4) Public messenger service.
   (5) Occupations in connection with:
      a. Transportation of persons or property by rail, highway, air, water, pipeline, or other means.
      b. Warehousing, and storage.
      c. Communications and public utilities.
      d. Construction including demolition and repair.
      e. Work performed in or about boiler or engine rooms.
      f. Work in connection with the maintenance of repair of the establishment, machines or equipment.
      g. Outside window washing that involves working from window sills, and all work requiring the use of ladders, scaffolds or their substitutes.
      h. Cookin (except under limited circumstances).
      i. Baking.
      j. Occupations which involve operating, setting up, adjusting, cleaning, oiling, or repairing power-driven food slicers and grinders, food choppers and cutters, and bakery-type mixers.
      k. Work in freezers and meat coolers and all work in preparation of meals for sale (except wrapping, sealing, labeling, weighing, pricing and stocking when performed in other areas).
      l. Loading and unloading goods to and from trucks, railroad cars or conveyors.
      m. All occupations in warehouses, except office and clerical work.

   Work times for 14- and 15-year-olds

   State Law — A person commits an offense if that person permits a child 14 or 15 years of age who is employed by that person to work:
   (1) more than 8 hours in one day or more than 48 hours in one week;
   (2) between the hours of 10 p.m. and 6 a.m. on the day that is followed by a school day or between the hours of midnight and 6 a.m. on a day that is not followed by a school day if the child is enrolled in school;
   (3) between the hours of midnight and 6 a.m. on any day during the time school is recessed for the summer if the child is not enrolled in summer school.

   Federal Law — The FLSA further regulates hours of employment for children:
   (1) may not work more than 8 hours on a non-school day or 40 hours during a non-school week.
   (2) may not work more than 3 hours on a school day or 16 hours during a school week.
   (3) Children may work only between 7 a.m. and 7 p.m. during the school year.
   (4) Children may work only between 7 a.m. and 9 p.m. during 7 a.m. and 9 p.m.

   Certificate of Age/Child Actors

   The Texas Labor Code does not require a certificate of age. However, applications for certificates are available by phone by calling the 1-800 number above or from your local office of the Texas Workforce Commission.

   Additional prohibited occupations that apply only under state law:

   (1) Occupations involved in sales and solicitation by a child under 18 years of age.
   (2) Occupations in sexually oriented businesses by a child under 18 years of age.

   PENALTIES:

   State of Texas — An offense under Chapter 51, Texas Labor Code, is a Class B misdemeanor, except for the offense of employing a child under 14 to sell or solicit, which is a Class A misdemeanor. If the Commission determines that a person who employs a child has violated this Act, or a rule adopted under this Act, the Commission may assess an administrative penalty against that person in an amount not to exceed $10,000 for each violation. The attorney general may seek injunctive relief in district court against an employer who repeatedly violates the requirements established by this Act relating to the employment of children.

   Federal — The FLSA prescribes a maximum administrative penalty of $11,000 per violation and/or criminal prosecution and fines.
NOTICE TO EMPLOYEES CONCERNING WORKERS’ COMPENSATION IN TEXAS

COVERAGE: [Name of employer] GUADALUPE COUNTY has workers’ compensation insurance coverage from [name of commercial insurance company] in the event of work-related injury or occupational disease. This coverage is effective from [effective date of workers’ compensation insurance policy] 01/01/2013. Any injuries or occupational diseases which occur on or after that date will be handled by [name of commercial insurance company] TEXAS ASSOCIATION OF COUNTIES RISK MANAGEMENT POOL. An employee or a person acting on the employee’s behalf, must notify the employer of an injury or occupational disease not later than the 30th day after the date on which the injury occurs or the date the employee knew or should have known of an occupational disease, unless the Texas Department of Insurance, Division of Workers’ Compensation (Division) determines that good cause existed for failure to provide timely notice. Your employer is required to provide you with coverage information, in writing, when you are hired or whenever the employer becomes, or ceases to be, covered by workers’ compensation insurance.

EMPLOYEE ASSISTANCE: The Division provides free information about how to file a workers’ compensation claim. Division staff will answer any questions you may have about workers’ compensation and process any requests for dispute resolution of a claim. You can obtain this assistance by contacting your local Division field office or by calling 1-800-252-7031. The Office of Injured Employee Counsel (OIEC) also provides free assistance to injured employees and will explain your rights and responsibilities under the Workers’ Compensation Act. You can obtain OIEC’s assistance by contacting an OIEC customer service representative in your local Division field office or by calling 1-866-EZE-OIEC (1-866-393-6432).

SAFETY VIOLATIONS HOTLINE: The Division has a 24 hour toll-free telephone number for reporting unsafe conditions in the workplace that may violate occupational health and safety laws. Employers are prohibited by law from suspending, terminating, or discriminating against any employee because he or she in good faith reports an alleged occupational health or safety violation. Contact the Division at 1-800-452-9595.