

# FEDERAL WAGE AND LABOR LAW INSTITUTE

## NOTICE TO EMPLOYEES CONCERNING WORKERS' COMPENSATION IN TEXAS

**COVERAGE:** [Name of employer] \_\_\_\_\_ does not have workers' compensation insurance coverage. As an employee of a non-covered employer, you are not eligible to receive workers' compensation benefits under the Texas Workers' Compensation Act. However, a non-covered (non-subscribing) employer can and may provide other benefits to injured employees. You should contact your employer regarding the availability of other benefits for a work-related injury or occupational disease. In addition, you may have rights under the common law of Texas should you have an on the job injury or occupational disease. 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.

**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.

Notice 5 (01/13) TEXAS DEPARTMENT OF INSURANCE, DIVISION OF WORKERS' COMPENSATION Rule 110.101(e)(4)

## AVISO A LOS EMPLEADOS SOBRE LA COMPENSACIÓN PARA TRABAJADORES EN TEXAS

**COBERTURA:** [Name of employer] \_\_\_\_\_ no cuenta con una cobertura de seguro de compensación para trabajadores. Como empleado de un empleador que no cuenta con una cobertura, usted no es elegible para recibir beneficios de compensación para trabajadores bajo la Ley de Compensación para Trabajadores de Texas. Sin embargo, un empleador no cubierto (no suscriptor) puede y debe proporcionar otros beneficios a los empleados lesionados. Usted debe comunicarse con su empleador para obtener información sobre la disponibilidad de otros beneficios por una lesión o enfermedad ocupacional relacionada con el trabajo. Además, usted podría tener derechos bajo la ley de "Derecho Común de Texas" (Common Law of Texas, por su nombre en inglés), en caso de que usted llegara a sufrir una lesión o enfermedad ocupacional relacionada con el trabajo. Su empleador tiene la obligación de proporcionarle a usted información por escrito sobre la cobertura cuando usted es contratado o cuando su empleador adquiere o deja de tener una cobertura de seguro de compensación para trabajadores.

**LÍNEA DIRECTA PARA REPORTAR VIOLACIONES DE SEGURIDAD:** La División cuenta con una línea gratuita telefónica que está en servicio las 24 horas del día para reportar condiciones inseguras en el área de trabajo que podrían violar las leyes ocupacionales de salud y seguridad. La ley prohíbe que los empleadores suspendan, despidan o discriminen en contra de cualquier empleado porque él o ella de buena fe reporta una alegada violación ocupacional de salud o seguridad. Comuníquese con la División al teléfono 1-800-452-9595.

Notice 5 (01/13) TEXAS DEPARTMENT OF INSURANCE, DIVISION OF WORKERS' COMPENSATION Rule 110.101(e)(4)

STATE OF TEXAS



## 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 child labor. 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:**
- 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.
  - (1) Work performed in or about boiler or engine rooms.
  - (2) Work in connection with maintenance or repair of the establishment, machines or equipment.
  - (3) Outside work involving washing that involves working from window sills, and all work requiring the use of ladders, scaffolds or their substitutes.
  - (4) Cooking (except under limited circumstances)
  - (5) Baking.
  - (6) 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.
  - (7) Work in freezers and meat coolers and all work in preparation of meats for sale (except wrapping, sealing, labeling, weighing, pricing and stocking when performed in other areas).
  - (8) Loading and unloading goods to and from trucks, railroad cars or conveyors.
  - (9) 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 5 a.m. on a day that is followed by a school day or between the hours of midnight and 5 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 5 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 eight hours on a non-school day or 40 hours during a non-school week.
  - (2) may not work more than three hours on a school day or 18 hours during a school week.
  - (3) Children may work only between 7 a.m. and 7 p.m. during the school year.
  - (4) However, between June 1 and Labor Day, they may work between the hours of 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.

- (1) A child who is at least 14 years of age may apply to the Texas Workforce Commission for a certificate of age.
- (2) TWC may authorize the employment of a child younger than 14 as an actor or performer in a motion picture or in a theatrical, radio or television production.

- 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.*

LLCL-70 (02/12)

## LEYES LABORALES DE MENORES

Comisión de Fuerza Laboral de Texas  
Imposición de Leyes Laborales de Menores  
Departamento de Trabajo de los EE.UU.  
División de Horas y Sueldos



Para más información sobre las leyes laborales de menores de Texas, llame a:  
**1-800-832-9243 o**  
**(TDD 1-800-735-2989)**

*Este cartel le provee alguna guía a las leyes de Texas sobre el empleo de menores, pero no está completo. Capítulo 51, Código Laboral de Texas, gobierna el empleo de menores bajo las leyes estatales de Texas. LA EDAD MÍNIMA PARA SER EMPLEADO ES 14; sin embargo, las leyes estatales y federales tienen en cuenta ciertas excepciones. Favor de llamar al departamento de TWC de las leyes laborales por una copia completa de las leyes o por respuestas a preguntas sobre las leyes laborales. La Ley de Normas Razonables de Trabajo (Fair Labor Standards Act (FLSA) en inglés) gobierna las leyes federales y las guías relacionadas con el empleo de menores. Para información concierne a las leyes federales del empleo de menores, consulte a sus alistamientos locales para conseguir la oficina más cercana de la División de Horas y Sueldos del Departamento del Trabajo de los EE.UU o llame a 1-866-487-9243.*

- Las siguientes son ocupaciones prohibidas para menores de 14 a 17 años de edad:**
- Las ocupaciones prohibidas son iguales tanto como las leyes federales que las estatales. La edad mínima aplica aunque el menor sea empleado por un padre o una persona sirviendo en lugar de un padre. Las ocupaciones peligrosas designadas por un asterisco (\*) tienen provisiones por el empleo de personas de menos de 18 años, con tal de que el aprendizaje aplicable o la certificación como estudiante-aprendiz haya sido obtenido. Personas que deseen información específica sobre estas excepciones deben de ponerse en contacto con la oficina más cercana del Departamento del Trabajo de los EE.UU.
- Las ocupaciones declaradas particularmente arriesgadas o perjudiciales a la salud o al bienestar de todos los menores de 14 a 17 años de edad incluirán las ocupaciones:
- (1) en o cerca de fábricas o establecimientos en donde se fabrican o guardan explosivos o artículos que contengan componentes explosivos aparte de establecimientos que vendan al por menor.
  - (2) que envuelven el manejo de vehículos motorizados y ayudantes externos.
    - A. en cualquier camino público o carretera.
    - B. en o cerca de cualquier lugar donde los funcionamiento de tala o aserradero estén en curso, o
    - C. en excavaciones.
  - (3) en conexión con la minería del carbón.
  - (4) ocupaciones de tala y aserradero e involucrando contraincendios y tractos de madera.
  - (5) "el funcionamiento de maquinaria motorizada de carpintería"
  - (6) que envuelven la exposición a sustancias radioactivas y a radiaciones ionizantes.
  - (7) del funcionamiento de aparatos motorizados de alzamiento tal como ascensores, grúas, torres, montacargas, camiones de alzamiento.
  - (8) "el funcionamiento de maquinaria motorizada para formar, punchar y cortar metal."
  - (9) en conexión con la minería, aparte del carbón.
  - (10) "el funcionamiento de maquinaria motorizada en el proceso de carne y ocupaciones incluyendo las de matanza, empaque, proceso o interrelación."
  - (11) del funcionamiento de maquinaria motorizada de paandería.
  - (12) "operaciones de maquinaria motorizadas de productos de papel, empacadoras de papel desperdicio o compactadoras de papel."
  - (13) de la manufactura de ladrillos, bloques y productos similares.
  - (14) "el funcionamiento de seruchos motorizados, sierra de cinta, cizalla de guillotina, disco corrodor abrasivo, sierra de reciprocamiento, moto-sierra, y desmenuzadores de madera."
  - (15) del funcionamiento de destruir, demoler, y desgazar.
  - (16) "ocupaciones en operaciones de lechar y en o con respecto al techo."
  - (17) "en conexión con funcionamiento de excavaciones."

- Horarios para los menores de 14 y 15 años de edad**
- Ley Estatal** — Una persona comete una ofensa si tal persona permite que el niño(a) de 14 o 15 años de edad empleada por esa persona trabaje:
- (1) más de 8 horas en un día o más de 48 horas en una semana.
  - (2) entre las horas de 10 p.m. y 5 a.m. cuando el día siguiente sea un día escolar o entre las horas de medianoche y 5 a.m. en un día que preceda un día escolar si el menor está inscrito en la escuela.
  - (3) entre las horas de medianoche y 5 a.m. en cualquier día durante el tiempo en que la escuela entre en receso para el verano si el menor no está inscrito en la escuela.

- Ley Federal** — El FLSA en adición reglamenta las horas de empleo para menores:
- (1) no puedan trabajar durante horas de escolar.
  - (2) no más de ocho horas en un día no escolar o 40 horas durante una semana no escolar.
  - (3) no más de tres horas en un día escolar, 18 horas durante una semana escolar.
  - (4) Menores puedan trabajar solamente entre las 7 a.m. y las 7 p.m. durante el año escolar. Sin embargo, entre el primero de junio y el Día del Trabajador, pueden trabajar entre las 7 a.m. y las 9 p.m.

**Certificado de Edad/Menores Actores**

El Código Laboral de Texas no requiere un certificado de edad. No obstante, aplicaciones para los certificados están disponibles llamando al número 1-800 arriba o a petición de la oficina local de la Comisión de Fuerza Laboral de Texas.

- (1) Un(a) niño(a) que tenga por lo menos 14 años de edad puede aplicar a la Comisión de Fuerza Laboral de Texas por las 7 a.m. y las 7 p.m. durante el año escolar.
- (2) La TWC puede autorizar el empleo de un(a) niño(a) más joven de 14 como actor o intérprete en una película o en una producción teatral, en la radio o la televisión.

**Adicionales Ocupaciones prohibidas que aplican solo bajo leyes estatales:**

- (1) Ocupaciones involucradas en ventas y solicitudes por un niño menor de 18 años.
- (2) Ocupaciones en negocios orientados al sexo por niños menor de 18 años.

**Multas:**

*Estado de Texas — Una ofensa bajo el Capítulo 51, el Código Laboral de Texas, es un delito menor de Clase B, excepto la ofensa de emplear a un menor de 14 años para vender o solicitar, el cual es un delito menor de Clase A. Si la Comisión determina que una persona ha violado esta Acta al emplear a un menor, o una regla adoptada bajo esta Acta, la Comisión podrá fijar una multa administrativa contra tal persona de una cantidad no más de \$10,000 por cada violación. El Ministro de Justicia (Attorney General) podrá procurar un mandamiento judicial en la corte del distrito contra un empleador que viole repetidamente los requerimientos establecidos por esta Acta referente al empleo de menores.*

*Federal — El FLSA prescribe una máxima multa administrativa de \$11,000 por violación y/o proceso criminal y multas.*

LLCL-70 (02/12)

## 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 \_\_\_\_\_

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)

LL-10 (0709) **TO EMPLOYERS: The law requires that this notice or its equivalent be posted in conspicuous places at your business.**

## ATENTO AVISO A LOS EMPLEADOS

La Ley Tejana del Salario Atrasado, Título 2, Capítulo 61 del Código del Trabajo de Tejas, exige que los patrones de Tejas paguen no menos de una vez al mes a sus empleados que estén eximidos de las disposiciones de la ley de Normas Laborales Justas de 1938, en lo referente al pago de horas adicionales. A todos los demás empleados hay que pagarles no menos de dos veces mensuales, y cada período salarial debe, en la medida de lo posible, tener igual número de días.

Días de pago establecidos: (Hay que indicar en qué día(s) del mes se paga a los empleados con salario quincenal o mensual y en qué día de la semana en que se paga a los empleados pagados semanalmente o en algún otro período.)

\_\_\_\_\_ MENSUAL \_\_\_\_\_ QUINCENAL \_\_\_\_\_ SEMANAL \_\_\_\_\_ OTRO PERIODO \_\_\_\_\_

Para mayores informes, sírvase escribir o llamar a la Comisión de la Fuerza Laboral de Tejas, Austin, Tejas 78778 o comunicarse con la oficina más próxima de la Comisión. Se encuentran oficinas de la Comisión en las principales ciudades del estado.

TEXAS WORKFORCE COMMISSION  
Labor Law Section  
101 East 15th Street, Room 124T  
Austin, Texas 78778-0001  
1-800-832-9243 or TDD 1-800-735-2989 (Hearing Impaired)

LL-10S (0709) **A LOS PATRONES: La ley requiere fijar este aviso, o un aviso equivalente, dentro de su empresa y a la vista de todos.**

## EQUAL EMPLOYMENT OPPORTUNITY IS ... OPORTUNIDAD IGUAL DE EMPLEO ES ...

The LAW in TEXAS

La LEY en TEXAS

The LAW prohibits employers, employment agencies and labor unions from denying equal employment opportunities in

La LEY prohíbe a los patrones, agencias de empleo y uniones sindicales negar oportunidad igual de empleo en

- hiring
  - promotion
  - discharge
  - pay
  - fringe benefits
  - membership
  - training
  - other aspects of employment
- ocupar ascensos desocupar pago beneficios membrecia entrenamiento otros aspectos del empleo

because of race, color, national origin, religion, sex, age, or disability.

por causa de raza, color, nacionalidad, religion, sexo, edad, o incapacidad.

If you believe you have been discriminated against, call or write the Texas Workforce Commission, Civil Rights Division located in Austin, TX at 1117 Trinity Street, Room 144-T Or mail to: 101 East 15th Street, Rm. 144-T; Austin, TX 78778-0001 <http://www.twc.state.tx.us> (512) 463-2642 Toll Free (within Texas) 1-888-452-4778 TTY (512) 371-7473 No Appointment Necessary!

Si usted cree que ha habido discriminación en su contra, llame o escriba a Texas Workforce Commission, Civil Rights Division; (512) 463-2642 or TTY (512) 371-7473



7001 W. 43RD STREET  
HOUSTON, TEXAS 77092

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# FEDERAL WAGE AND LABOR LAW INSTITUTE

## NOTICE TO EMPLOYEES CONCERNING WORKERS' COMPENSATION IN TEXAS

**COVERAGE:** [Name of employer] 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]. Any injuries or occupational diseases which occur on or after that date will be handled by [name of commercial insurance company].

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.

Notice 6 (01/13)

TEXAS DEPARTMENT OF INSURANCE, DIVISION OF WORKERS' COMPENSATION

Rule 110.101(e)(1)

## AVISO A LOS EMPLEADOS SOBRE LA COMPENSACIÓN PARA TRABAJADORES EN TEXAS

**COBERTURA:** [Name of the employer] tiene cobertura de seguros de compensación para trabajadores con [name of the commercial insurance company] para protegerle en caso de una lesión o enfermedad ocupacional relacionada con el trabajo. Esta cobertura está vigente desde [effective date of workers' compensation insurance policy]. Cualquier lesión o enfermedad ocupacional que ocurra en o después de esta fecha será manejada por [name of commercial insurance policy].

Un empleado o una persona que actúe en nombre del empleado, debe notificar al empleador sobre una lesión o una enfermedad ocupacional a no más tardar de treinta (30) días, a partir de la fecha en que ocurrió la lesión o en la fecha en la que el empleado se enteró o debería de haberse enterado de la enfermedad ocupacional, al menos que el Departamento de Seguros de Texas, División de Compensación para Trabajadores (Texas Department of Insurance, Division of Workers' Compensation – TDI-DWC, por su nombre y siglas en inglés) (División) determine que existió una buena causa para que no se haya notificado al empleador dentro del tiempo señalado. Su empleador tiene la obligación de proporcionarle a usted información por escrito sobre la cobertura cuando usted es contratado o cuando su empleador adquiere o deja de tener una cobertura de seguro de compensación para trabajadores.

**ASISTENCIA AL EMPLEADO:** La División proporciona información gratuita sobre cómo presentar una reclamación de compensación para trabajadores. El personal de la División contestará cualquier pregunta que usted pueda tener sobre la compensación para trabajadores y procesará cualquier solicitud de resolución de disputas relacionada con una reclamación. Usted puede obtener este tipo de asistencia comunicándose con su oficina local de la División o llamando al teléfono 1-800-252-7031. La Oficina de Asesoría Pública para el Empleado Lesionado (Office of Injured Employee Counsel – OIEC, por su nombre y siglas en inglés) también ofrece asistencia gratuita a los empleados lesionados y ellos le explicarán cuáles son sus derechos y responsabilidades bajo la Ley de Compensación para Trabajadores. Usted puede obtener la asistencia de OIEC comunicándose con un representante de servicio al cliente de OIEC en su oficina local de la División o llamando al 1-866-EZE-OIEC (1-866-393-6432).

**LÍNEA DIRECTA PARA REPORTAR VIOLACIONES DE SEGURIDAD:** La División cuenta con una línea gratuita telefónica que está en servicio las 24 horas del día para reportar condiciones inseguras en el área de trabajo que podrían violar las leyes ocupacionales de salud y seguridad. La ley prohíbe que los empleadores suspendan, despidan o discriminen en contra de cualquier empleado porque él o ella de buena fe reporta una alegada violación ocupacional de salud o seguridad. Comuníquese con la División al teléfono 1-800-452-9595.

Notice 6 (01/13)

TEXAS DEPARTMENT OF INSURANCE, DIVISION OF WORKERS' COMPENSATION

Rule 110.101(e)(1)

STATE

OFFICE

TEXAS



## NOTICE TO EMPLOYEES CONCERNING ASSISTANCE AVAILABLE IN THE WORKERS' COMPENSATION SYSTEM FROM THE OFFICE OF INJURED EMPLOYEE COUNSEL

Have you been injured on the job? As an injured employee in Texas, you have the right to free assistance from the Office of Injured Employee Counsel (OIEC). OIEC is the state agency that assists unrepresented 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.texas.gov](http://www.oiec.texas.gov)).

### 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.

An Ombudsman can help you identify and develop the disputed issues in your case and attempt to resolve them. If the issues cannot be resolved, the Ombudsman can help you request a dispute resolution proceeding at the Texas Department of Insurance, Division of Workers' Compensation. Once a proceeding is scheduled 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 an appeal or a response to an insurance carrier's appeal, if necessary.

28 TAC §276.5. Employer Notification of Ombudsman Program to Employees (Effective 9/1/13)

- (a) All employers participating in the workers' compensation system shall post notice of the Office of Injured Employee Counsel's (OIEC) Ombudsman Program. This notice shall be posted in the personnel office, if the employer has a personnel office, and in the workplace where each employee is likely to see the notice on a regular basis.
- (b) This notice of the Ombudsman Program shall be publicly posted in English, Spanish, and any other language that is common to the employer's employees.
- (c) This notice shall be the text provided by OIEC without any additional words or changes and may be obtained by:
  - (1) Downloading the form on OIEC's website at: [www.oiec.texas.gov](http://www.oiec.texas.gov); or
  - (2) Requesting the notice by calling OIEC's toll-free telephone number at: 1-866-EZE-OIEC (1-866-393-6432).



## AVISO PARA LOS EMPLEADOS SOBRE LA ASISTENCIA DISPONIBLE EN EL SISTEMA DE COMPENSACIÓN PARA TRABAJADORES POR PARTE DE LA OFICINA DE ASESORÍA PÚBLICA PARA EL EMPLEADO LESIONADO

¿Se ha lesionado en el trabajo? Como empleado lesionado en Texas, usted tiene derecho a recibir asistencia gratuita por parte de la Oficina de Asesoría Pública para el Empleado Lesionado (Office of Injured Employee Counsel – OIEC, por su nombre y siglas en inglés). OIEC es la agencia estatal que ayuda a los empleados que no cuentan con representación legal con sus reclamaciones en el sistema de compensación para trabajadores.

Usted puede comunicarse con OIEC llamando a su número de teléfono gratuito: 1-866-EZE-OIEC (1-866-393-6432). Más información sobre OIEC y sobre el Programa de Ombudsman se encuentra disponible en el sitio Web de la agencia ([www.oiec.texas.gov](http://www.oiec.texas.gov)).

### PROGRAMA DE OMBUDSMAN

**¿QUÉ ES UN OMBUDSMAN?** Un Ombudsman es un empleado de OIEC que puede asistirle si usted tiene una disputa con la aseguradora de su empleador. La asistencia por parte de un Ombudsman es gratuita. Cada Ombudsman cuenta con una licencia de ajustador de compensación para trabajadores y ha completado un extenso programa de capacitación, el cual ha sido diseñado específicamente para asistirle a usted con su disputa.

Un Ombudsman puede ayudarle a identificar y desarrollar los asuntos en disputa en su caso e intentar resolverlos. Si los asuntos no pueden ser resueltos, el Ombudsman puede ayudarle a solicitar un procedimiento de resolución de disputas ante el Departamento de Seguros de Texas, División de Compensación para Trabajadores (Texas Department of Insurance, Division of Workers' Compensation). Una vez que el procedimiento haya sido programado, el Ombudsman puede:

- Ayudarle a prepararse para el procedimiento (Conferencia para Revisión de Beneficios [Benefit Review Conference, por su nombre en inglés] y/o Audiencia para Disputar Beneficios [Contested Case Hearing, por su nombre en inglés]);
- Asistir al procedimiento con usted y hablar en su nombre; y
- Ayudarle con una apelación o con una respuesta a la apelación de una aseguradora, si es necesario.

Código Administrativo de Texas No. 28 (28 Texas Administrative Code –TAC, por su nombre y siglas en inglés) §276.5. Aviso del Empleador sobre el Programa de Ombudsman para los Empleados (A partir de 9/1/13)

- (a) Todos los empleadores que participan en el sistema de compensación para trabajadores deberán mostrar el aviso sobre el Programa de Ombudsman de la Oficina de Asesoría Pública para el Empleado Lesionado (OIEC). Este aviso deberá ser mostrado en la oficina de personal, si es que el empleador cuenta con una oficina de personal, y en el área de trabajo donde cada empleado probablemente podrá ver el aviso de manera regular.
- (b) Este aviso del Programa de Ombudsman deberá ser públicamente mostrado en inglés, español, o cualquier otro idioma que sea común para la población de los trabajadores del empleador.
- (c) Este aviso deberá contener el texto que es proporcionado por OIEC sin ninguna palabra adicional o cambios y se puede obtener:
  - (1) Descargando el formulario del sitio Web de OIEC en: [www.oiec.texas.gov](http://www.oiec.texas.gov); o
  - (2) Solicitando el aviso llamando al número de teléfono gratuito de OIEC al: 1-866-EZE-OIEC (1-866-393-6432).



Post this side if your company has workers' compensation.

## 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**  
**DD 1-800-252-2989**

This poster provides some guidelines to the Texas child labor laws, but it is not complete. Chapter 91, Texas Labor Code, covers the enforcement of children under 14 and 15-year-olds. **MINIMUM AGE FOR EMPLOYMENT:** However, state and federal laws provide for certain exceptions. Please see 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 of 1938 governs federal laws and guidelines pertaining to child labor. For information that concerns federal child labor laws, consult your local listing for the nearest office of the U.S. Department of Labor, Wage and Hour Division or call 1-846-674-6424.

The following are prohibited occupations for 14- and 15-year-old children:

- (1) in or about plants or establishments which manufacture or store explosives or articles containing explosive components other than metal manufacturing;
- (2) in or about any public road or highway;
- (3) in or about any public utility and outside helpers;
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