

EEOC - EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW PRIVATE EMPLOYERS, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS, EMPLOYMENT AGENCIES AND LABOR ORGANIZATIONS

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases: RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act of 1964, GENETICS Title II of the Genetic Information Nondiscrimination Act of 2008 protects as amended, protects applicants and employees from discrimination in hiring, promotion, applicants and employees from discrimination based on genetic information in hiring, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of promotion, discharge, pay, fringe benefits, job training, classification, referral, and other employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's and strictly limits disclosure of genetic information. Genetic information includes ligious practices where the accommodation does not impose undue hardship. **DISABILITY** Title I and Title V of the Americans with Disabilities Act of 1990, as amended, manifestation of diseases or disorders in family members (family medical history): protect qualified individuals from discrimination on the basis of disability in hiring, and requests for or receipt of genetic services by applicants, employees, or their omotion, discharge, pay, fringe benefits, job training, classification, referral, and other family mo aspects of employment. Disability discrimination includes not making reasonable RETALIATION All of these Federal laws prohibit covered entities from retaliating against accommodation to the known physical or mental limitations of an otherwise qualified 🔠 a person who files a charge of discrimination, participates in a discrimination proceeding ndividual with a disability who is an applicant or employee, barring undue hardship.

AGE The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in niring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and EEOC to act on your behalf and to protect your right to file a private lawsuit, should you other aspects of employment. ultimately need to, you should contact EEOC promptly when discrimination is suspected SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the Civil Rights The U.S. Équal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC the payment of wages to women and men performing substantially equal work, in jobs field office information is available at www.eeoc.gov or in most telephone directories in that require equal skill, effort, and responsibility, under similar working conditions, in the 👚 the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases: RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL of employment, including the executive level. ORIGIN Executive Order 11246, as amended, prohibits employment discrimination based PROTECTED VETERANS The Vietnam Era Veterans' Readjustment Assistance Act of 1974, on race, color, religion, sex, sexual orientation, gender identity, or national origin, and as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires requires affirmative action to ensure equality of opportunity in all aspects of employment. affirmative action to recruit, employ, and advance in employment, disabled veterans, PAY SECRECY Executive Order 11246, as amended, protects applicants and employees recently separated veterans (i.e., within three years of discharge or release from active duty),

rom discrimination based on inquiring about, disclosing, or discussing their active duty wartime or campaign badge veterans, or Armed Forces service medal veterans. compensation or the compensation of other applicants or employees.

INDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of 1973, as discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination. mended, protects qualified individuals with disabilities from discrimination in hiring, under these Federal laws. Any person who believes a contractor has violated its promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable should contact immediately: The Office of Federal Contract Compliance Programs odation to the known physical or mental limitations of an otherwise qualified (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, to employ and advance in employment qualified individuals with disabilities at all levels 🔝 listed in most telephone directories under U.S. Gov If you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 | TTY 1-877-889-5627 | www.dol.gov.

RACE, COLOR, NATIONAL ORIGIN, SEX In addition to the protections of Title VII of the which receive Federal financial assistance. EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

RETALIATION Retaliation is prohibited against a person who files a complaint of

information about genetic tests of applicants, employees, or their family members; the

or otherwise opposes an unlawful employment practice.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, INDIVIDUALS WITH DISABILITIES Section 504 of the Rehabilitation Act of 1963, as prohibits discrimination on the basis of race, color or national origin in programs or amended, prohibits employment discrimination on the basis of disability in any program ctivities receiving Federal financial assistance. Employment discrimination is covered by or activity which receives Federal financial assistance. Discrimination is prohibited in all Title VI if the primary objective of the financial assistance is provision of employment, or aspects of employment against persons with disabilities who, with or without reasonable where employment discrimination causes or may cause discrimination in providing accommodation, can perform the essential functions of the job. If you believe you have services under such programs. Title IX of the Education Amendments of 1972 prohibits been discriminated against in a program of any institution which receives Federal financial employment discrimination on the basis of sex in educational programs or activities assistance, you should immediately contact the Federal agency providing such assistance. Mandatory Supplement to EEOC P/E-1(Revised 11/09) "EEO is the Law" Poster

EMERGENCY CARE FOR CHOKING

Emergency Care for CHOKING

CONSCIOUS VICTIM =

If victim CAN breathe, cough or make sounds, DO NOT INTERFERE.

State of Illinois

of Public Health

nois Departmer

Give quick upward thrusts above the belly button and below the ribs until object is forced out, victim can breathe again, or victim becomes unconscious If victim CANNOT breathe, cough or make sounds, ask if you can help.

Send someone to call 911 and get the Automated External Defibrillator (AED). IF YOU ARE ALONE, perform 5 sets of 30 compressions and 2 breaths before leaving to call 911. Follow these steps.

UNCONSCIOUS VICTIM =



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Illinois Department of Public Health Emergency Medical Systems and Highway Safety 422 S. 5th St., Third Floor Springfield, IL 62701 • 217-785-2080 Standards for CPR and ECC are consistent with American Heart Association recommendations IOCI 14-210 @@





 Have someone call for an ambulance, rescue squad or EMS. DO NOT PRACTICE ON PEOPLE. Abdominal thrusts may cause injury. • Use back blows and chest thrust on infants. Use chest thrust on pregnant women and obese victims. • For children 1 to 8 years of age, compress at the depth of approximately 2 inches. Learn to perform emergency care for choking and cardiopulmonary resuscitation (CPR). • For CPR training information, call your local American Heart Association or American Red Cross chapter.

ILLINOIS MINIMUM WAGE



Minimum Wage \$12.00 per hour

(Effective Jan. 1, 2022) and Overtime

(See wage increases schedule above.)

hours worked over 40 in a workweek.

Wage Payment and Collection Act

allows for additional time to submit.

except as specified by law.

Unpaid Wages Hotline: 1-312-793-2808

Employees must receive their final compensation,

bonuses on their next regularly scheduled payday.

Coverage: Applies to employers with 4 or more

employees. Domestic workers are covered even if the

employer only has 1 worker. Certain workers are not

conditions. For more information, visit our website.

Tipped Employees: Must be paid at least 60% of the

with the wages from the employer do not equal the

Overtime: Most hourly employees and some salaried

employees are covered by the overtime law and must be

compensated at time and one-half of their regular pay for

including earned wages, vacation pay, commissions and

Unauthorized deductions from paychecks are not allowed

Employers must reimburse employees for all necessary

expenditures or losses incurred by an employee during the

scope of employment and related to services performed

for the employer. Employee must submit reimbursement

request within 30 calendar days unless an employer policy

covered by the Minimum Wage Law and some workers

may be paid less than the minimum wage under limited

Hotline: 1-800-478-3998

Your Rights Under Illinois Employment Laws

Meal and Rest Periods

Hotline: 1-312-793-2804 One Day Rest in Seven Act Provides employees with 24 consecutive hours of rest each calendar week. Employers may obtain permits from the Department allowing employees to voluntarily work seven consecutive days. Employees working 7 1/2 continuous hours must be allowed a meal period of at least 20 minutes no later than 5 hours after the start of work.

applicable minimum wage. If an employee's tips combined **Equal Pay Act Hotline: 1-866-372-4365** Requires employers to pay equal wages minimum wage, the employer must make up the difference. to men and women doing the same or substantially similar work, unless such wage differences are based upon a seniority system, a merit system, or factors other than gender Employers and employment agencies are banned from asking applicants past wage and compensation histories.

> Employees may disclose or discuss their own salaries, benefits, and other compensation with their co-workers and

> Employers are not allowed to pay less to African American employees versus a non-African American employees. Certain employees at large businesses may request wage/salary history for their job title from IDOL.

Violent Crime Victims' Leave Hotline: 1-866-372-4365

Provides employees who are victims of domestic, gender, or sexual violence, or other crimes of violence, or who have family members who are victims with up to 12 weeks of unpaid leave during a 12-month period. Child Labor Hotline: 1-800-645-5784

Wage Increases Schedule

Effective Jan. 1, 2022...... \$12.00

Effective Jan. 1, 2023...... \$13.00

Effective Jan. 1, 2024...... \$14.00

Effective Jan. 1, 2025...... \$15.00

Workers under Age 16 Children under the age of 14 may not work in most jobs, except under limited conditions. 14 and 15-year-olds may work if the following requirements are met: Employment certificates have been issued by the school district and filed with the Department of Labor confirming that a minor is old enough to work, physically

capable to perform the job, and that the job will not interfere with the minor's education; The work is not deemed a hazardous occupation (a full listing can be found on our website); Work is limited to 3 hours per day on school days, 8 hours per day on non-school days and no more than 6 days or 48 hours

per week: Work is performed only between the hours of 7 a.m. to 7 p.m. during the school year (7 a.m. to 9 p.m. June through September);

A 30-minute meal period is provided no later than the fifth hour of work.

This is a summary of laws that satisfies Illinois Department of Labor posting requirements. For a complete text of the laws, visit our website at: www.labor.illinois.gov

For more information or to file a complaint, contact us at: 524 South 2nd St, Suite 400, Springfield, IL 62701 • Springfield 217-782-6206 • 160 N. LaSalle, St, Suite C-1300, Chicago, IL 60601 • Chicago 312-793-2800 • Marion 618-993-7090

THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY SEE IT.

Printed by the Authority of the State of Illinois. IL452-12/21 300

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT





Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHAsupported consultation programs in every state.



WORKERS' COMPENSATION

ILLINOIS & FEDERAL LABOR LAW POSTER

WORKERS' COMPENSATION

is a system of benefits provided by law to most workers who have job-related injuries or illnesses. Benefits are paid for injuries that are caused, in whole or in part, by an employee's work. This may include the aggravation of a pre-existing condition, injuries brought on by the repetitive use of a part of the body, heart attacks, or any other physical problem caused by work. Benefits are paid regardless of fault. IF YOU HAVE A WORK-RELATED INJURY OR ILLNESS, YOU SHOULD TAKE THE FOLLOWING STEPS:

 GET MEDICAL ASSISTANCE. By law, your employer must pay for all necessary medical services required to cure or relieve the effects of the injury or illness. Where necessary, the employer must also pay for physical, mental, or vocational rehabilitation, within prescribed limits. The employee may choose two physicians, surgeons, or hospitals. If the employer notifies you that it has an approved Preferred Provider Program for workers' compensation, the PPP counts as one of your two choices of providers. NOTIFY YOUR EMPLOYER. You must notify your employer of the accidental injury or illness within 45 days, either orally or in

writing. To avoid possible delays, it is recommended the notice also include your name, address, telephone number, Social Security number, and a brief description of the injury or illness. . LEARN YOUR RIGHTS. Your employer is required by law to report accidents that result in more than three lost work days to the Workers' Compensation Commission. Once the accident is reported, you should receive a handbook that explains the

law, benefits, and procedures. If you need a handbook, please call the Commission or go to the web site. If you must lose time

from work to recover from the injury or illness, you may be entitled to receive weekly payments and necessary medical care until you are able to return to work that is reasonably available to you. It is against the law for an employer to harass, discharge, refuse to rehire or in any way discriminate against an employee for exercising his or her rights under the Workers' Compensation or Occupational Diseases Acts. If you file a fraudulent claim, you may be penalized under the law. KEEP WITHIN THE TIME LIMITS. Generally, claims must be filed within three years of the injury or disablement from an occupational disease, or within two years of the last workers' compensation payment, whichever is later. Claims for pneumoconiosis, radiological exposure, asbestosis, or similar diseases have special requirements. Injured workers have the right to reopen their case within 30 months after an award is made if the disability increases, but cases that are resolved by a lump-sum settlement contract approved by the Commission cannot be reopened. Only settlements approved by the

For more information, go to the Illinois Workers' Compensation Commission's Web site or call any office: Chicago: 312/814-6611 Peoria: 309/671-3019 Toll-free: 866/352-3033 Springfield: 217/785-7087 Web site: www.iwcc.il.gov Collinsville: 618/346-3450 Rockford: 815/987-7292 TDD (Deaf): 312/814-2959

Commission are binding.

BY LAW, EMPLOYERS MUST DISPLAY THIS NOTICE IN A PROMINENT PLACE IN EACH WORKPLACE AND COMPLETE THE INFORMATION BELOW-Party handling workers' compensation claims Business address **Business phone Effective date** Termination date **Employer's FEIN** Policy number ICPN 10/11 Printed by the authority of the State of Illinois

PAYDAY NOTICE

Regular Paydays for Employees of

(Company Name) Shall be as follows:

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed form W-4 with your employer did you... Marry or divorce? Now is the time to check your withholding. For more details, get Publication Gain or lose a dependent? 919, How Do I Adjust My Tax Withholding?, or use the Withholding Were there major changes to... Calculator at *www.irs.gov/individuals* on the IRS web site. **Employer:** Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and Your nonwage income (interest, dividends, capital gains, etc.)? Your family wage income (you or your spouse started or ended information on this subject.

徽 IRS If you can answer "YES"... To any of these questions or you owed extra tax when you filed your last Department of the Treasury return, you may need to file a new form W-4.

Publication 213 Internal Revenue Service www.irs.gov

(Rev. 8-2009) Cat. No. 11047P

UNEMPLOYMENT INSURANCE

Illinois Department of Employment Security

Your tax credits?

to workers about Unemployment Insurance Benefits

THE POSTING OF THIS NOTICE IS REQUIRED BY THE ILLINOIS UNEMPLOYMENT INSURANCE ACT. weekly benefit amount is \$51. The statewide average weekly wage is calculated each year. The Illinois Unemployment Insurance Act provides for the

collection of employer contributions from liable employers. It is designed to provide living expenses while new employment is sought. Claims should be filed as soon as possible after separation from employment. Claims can be filed online at www.ides.illinois.gov or at the nearest Illinois Department of Employment Security office to the worker's home. To be eligible for benefits, an unemployed individual must be available for work, able to work and actively seeking work and, in addition, must not be disqualified under any provisions of the Illinois Unemployment Insurance Act. Each employer shall deliver the

payment of benefits to eligible unemployed workers and for the

pamphlet "What Every Worker Should Know About Unemployment Insurance" to each worker separated from employment for an expected duration of seven or more days. The pamphlet shall be delivered to the worker at the time of separation or, if delivery is impracticable, mailed within five days after the date of the separation to the worker's last known address. Pamphlets shall be supplied by the Illinois Department of Employment Security to each employer without cost. A claimant may also be entitled to receive, in addition to the weekly benefit amount, an allowance for a non-working spouse or a dependent child or children. The allowance is a percentage of the average weekly wage of the claimant in his or her base period. The weekly benefit amount plus any allowance for a dependent make up the total amount payable. If, during a calendar week an

amount. For any such week, employers should provide employees with a statement of "low earnings" which should be taken to their Illinois Department of Employment Security office. **NOTE:** Illinois unemployment insurance benefits are paid from a trust fund to which only employers contribute. No deductions may be made from the wages of workers for

employee does not work full time because of lack of work, he or

she may be eligible for partial benefits if the wages earned in

such calendar week are less than his or her weekly benefit

this purpose. Unemployment insurance information is available from any Illinois Department of Employment Security office. To locate the office nearest you, call 1-800-244-5631 or access the locations though our web site at: www.ides.illinois.gov

Every claimant who files a new claim for unemployment insurance benefits must serve an unpaid waiting week for which he has filed and is otherwise eligible. The claimant's weekly benefit amount is usually a percentage of the worker's average weekly wage. The worker's average weekly wage is computed by dividing the wages paid during the two highest quarters of the base period by 26. The maximum weekly benefit amount is a percentage of the statewide average weekly wage. The minimum

If Your Benefit Year Begins: **Your Base Period Will Be:** This year between: Last year between: Jan. 1 and March 31 Jan. 1 and Sept. 30 and the year before between Oct. 1 and Dec. 31

This year between: Last year between: April 1 and June 30 Jan. 1 and Dec. 31 Last year between: This year between: July 1 and Sept. 30 April 1 and Dec. 31 and this year between Jan. 1 and March 31 This year between: Last year between: July 1 and Dec. 31 and Oct. 1 and Dec. 31

In order to be monetarily eligible, a claimant must be paid a minimum of \$1,600 during the base period with at least \$440 of that amount being paid outside the highest calendar quarter. If you have been awarded temporary total disability benefits under workers' compensation act or other similar acts, or if you only have worked within the last few months, your base period may be determined differently. Contact your local IDES office for more information.

this year between

Jan. 1 and June 30

Each employee who receives tips must report these tips to employers on a written statement or on Form UC-51, "Employee's Report of Tips," in duplicate. Employers can furnish this form on request. The report shall be submitted on the day the wages are paid, or not later than the next payday, and shall include the amount of tips received during the pay period. **TAXATION OF BENEFITS**

Unemployment insurance benefits are taxable if you are required to file a state or federal income tax return. You may choose to have federal and/or Illinois state income tax withheld from your weekly benefits. Since benefits are not subject to mandatory income tax withholding, if you do not choose to withhold, you may be required to make estimated tax payments using Internal Revenue Service Form 1040 ES and Illinois Department of Revenue Form II 1040 FS.

For additional information, call these toll-free numbers: Internal Revenue Service 1-800-829-1040. Illinois Department of Revenue 1-800-732-8866.

This poster fulfills all posting requirements for the Illinois Department of Employment Security. EMPLOYERS ARE REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE FOR ALL EMPLOYEES. Printed by the Authority of the State of Illinois Stock Number 4427/BEN-57 (rev. 8/12)

PREGNANCY and your

PREGNANCY RIGHTS IN THE WORKPLACE



RIGHTS in the WORKPLACE

Are you pregnant, recovering from childbirth, or do you have a medical or common condition related to pregnancy? If so, you have the right to: Your employer cannot:

• Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing

milk, or time off to recover from your pregnancy. Reject an unsolicited accommodation offered by your employer for your pregnancy. • Continue working during your pregnancy if a reasonable

accommodation is available which would allow you to continue performing your job.

Department of Human Rights

State of Illinois

• Retaliate against you because you requested a reasonable It is illegal for your employer to fire you, refuse to hire you or to refuse to provide you with a reasonable accommodation

because of your pregnancy. For more information regarding your rights, download the Illinois Department of Human Rights' fact sheet from our website at www.illinois.gov/dhr Es ilegal que su empleador la despida, se niegue a contratarla o a proporcionarle una adaptación razonable a causa de su embarazo. Para obtener información sobre el embarazo y sus derechos en el lugar de trabajo en español, visite: www.illinois.gov/dhr For immediate help or if you have questions regarding your rights. Call 312-814-6200 or 217-785-5100 or (866) 740-3953 (TTY) **SPRINGFIELD OFFICE**

• Discriminate against you because of your pregnancy.

CHICAGO OFFICE ILLINOIS DEPARTMENT OF 222 South College, Room 101-A 100 West. Randolph Street, 10th Floor Intake Unit **Human Rights** Intake Unit Chicago, IL 60601 Springfield, IL 62704 (312) 814-6200 (217) 785-5100

ANTI-DISCRIMINATION NOTICE

The charge process may be initiated by completing the form at: http://www.illinois.gov/dhr

Printed by the Authority of the State of Illinois . IDHR ENG . web . (02/17) . IOCI17-0405

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an nployee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

EMPLOYEE POLYGRAPH PROTECTION ACT EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

screening or during the course of employment. PROHIBITIONS Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other riahts under the Act. PTIONS Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective

employees of security service firms (armored car, alarm, and quard), and of

pharmaceutical manufacturers, distributors and dispensers. The Act also

private firms who are reasonably suspected of involvement in a workplace

ermits polygraph testing, subject to restrictions, of certain employees of

The Employee Polygraph Protection Act prohibits most private employer. The law does not preempt any provision of any State or local law employers from using lie detector tests either for pre-employment or any collective bargaining agreement which is more restrictive with respect to lie detector tests. **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons. **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. WAGE AND HOUR DIVISION JNITED STATES DEPARTMENT OF LABOR -866-487-9243 TTY: 1-877-889-5627

overtime pay provisions of the law. Civil money penalties may also be

noney penalties may be assessed for each child labor violation that results

assessed for violations of the FLSA's child labor provisions. Heightened civil

in the death or serious injury of any minor employee, and such assessments

repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

Certain occupations and establishments are exempt from the minimum

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT FEDERAL MINIMUM WAGE \$7.25 BEGINNING JULY 24, 2009 penalties for each willful or repeated violation of the minimum wage or

OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours worked over 40 in a workweek. farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours

may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment. TP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees ployers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an mployee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make ING MOTHERS The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for

ENFORCEMENT The Department has authority to recover back wages and

an equal amount in liquidated damages in instances of minimum wage,

overtime, and other violations. The Department may litigate and/or

ecommend criminal prosecution. Employers may be assessed civil money

employee to express breast milk.

wage, and/or overtime pay provisions. Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections an ner nursing child for one year after the child's birth each time such employee correctly classified independent contractors are not. Certain full-time students, student learners, apprentices, and workers has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor. intrusion from coworkers and the public, which may be used by the

UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243 TTY: 1-877-889-5627

www.dol.gov/whd

FMLA - FAMILY AND MEDICAL LEAVE ACT

EAVE ENTITLEMENTS Eligible employees who work for a covered employer can take up *Special "hours of service" requirements apply to airline flight crew employees to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons: The birth of a child or placement of a child for adoption or foster care: To bond with a child (leave must be taken within 1 year of the child's birth or placement); To care for the employee's spouse, child, or parent who has a qualifying serious health unable to perform the employee's job;

For qualifying exigencies related to the foreign deployment of a military member who the employee's spouse, child, or parent. n eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness. An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies. ENEFITS & PROTECTIONS While employees are on FMLA leave, employers must

ontinue health insurance coverage as if the employees were not on leave. Upon return rom FMLA leave, most employees must be restored to the same job or one nearly dentical to it with equivalent pay, benefits, and other employment terms and conditions. An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA. LIGIBILITY REQUIREMENTS An employee who works for a covered employer mu neet three criteria in order to be eligible for FMLA leave. The employee must: Have worked for the employer for at least 12 months; Have at least 1,250 hours of service in the 12 months before taking leave;* and Work at a location where the employer has at least 50 employees within 75 miles of the

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION REQUESTING LEAVE Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis, but must provide enough nformation to the employer so it can determine if the leave qualifies for FMLA For the employee's own qualifying serious health condition that makes the employee protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family <mark>m</mark>ember cannot perform daily activities, or that hospitalization or continuing medical treatment s necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification information is required. EMPLOYER RESPONSIBILITIES Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of

rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave. **CEMENT** Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

WWW.WAGEHOUR.DOL.GOV U.S. Department of Labor | Wage and Hour Division

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster

Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. proceeding under USERRA, even if that person has no service connection You have the right to be reemployed in your civilian job if you leave that job to perform HEALTH INSURANCE PROTECTION service in the uniformed service and: • If you leave your job to perform military service, you have the right to elect you ensure that your employer receives advance written or verbal notice of your service; you have five years or less of cumulative service in the uniformed services while with

you return to work or apply for reemployment in a timely manner after conclusion of service; and you have not been separated from service with a disqualifying discharge or under other than honorable conditions. would have attained if you had not been absent due to military service or, in some cases,

that particular employe

VEIS

If you: • are a past or present member of the uniformed service; • have applied for embership in the uniformed service; or • are obligated to serve in the uniformed service; employment; • promotion; or • any benefit of employment, because of this status.

:hen an employer may not deny you: • initial employment; • reemployment; • retention in addition, an employer may not retaliate against anyone assisting in the enforcement 🕒 You may also bypass the VETS process and bring a civil action against an employer for of USERRA rights, including testifying or making a statement in connection with a violations of USERRA.

Department of Labor 1-866-487-2365

you are eligible to be reemployed, you must be restored to the job and benefits you •The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations • For assistance in filing a complaint, or for any other information on USERRA, contact VETS online USERRA Advisor can be viewed at http://www.dol.gov/elaws/userra.htm. · If you file a complaint with VETS and VETS is unable to resolve it, you may of Special Counsel, as applicable, for representation.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees. Employer Support Of The Guard And Reserve 1-800-336-4590

ISERRA - ILLINOIS SERVICEMEMBER EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT



All members of the Armed Forces of the United States whether active duty or reserve, including the National Guard when performing State duty. All members of Military Auxiliary Radio System, United States Coast Guard Reserve, Civil Air Patrol, and the Merchant Marines when performing official duties

WHAT ARE THE RIGHTS, BENEFITS AND OBLIGATIONS UNDER ISERRA? ISERRA provides the same protections as USERRA (i.e., reemployment, benefits and discrimination) but expands protections to persons identified above and incorporates existing benefits to service members who are public employees. Because ISERRA represents the minimum employer requirements, employers maintain the right to provide greater benefits at their discretion. WHO ENFORCES ISERRA? The ISERRA Advocate is an Assistant Attorney General appointed by the Illinois Attorney General to provide both advocacy and enforcement under ISFRRA

WHERE TO FIND MORE INFORMATION? Both service members and employers can find more information on the Attorney General's ISERRA Advocate webpage at <u>www.illinoisattorneygeneral.gov/rights/veterans.html</u> or call the Military & Veterans Rights Helpline at **1-800-382-3000** to ask questions or request training. This notice is available for download on the Attorney General's website by going to www.illinois attorney general.gov/rights/veterans.html.

Printed by authority of the State of Illinois. 11/20 This material is available in alternate format upon request.

DISCRIMINATION AND SEXUAL HARASSMENT

LLINOIS DEPARTMENT OF YOU HAVE THE RIGHT TO BE FREE FROM Human Rights JOB DISCRIMINATION AND SEXUAL HARASSMENT.

> The Illinois Human Rights Act states that you have the right to be free from unlawful discrimination and sexual harassment. This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and discharge. REASONABLE ACCOMMODATIONS You also have the right to reasonable accommodations based on pregnancy and disability. This means you can ask for reasonable changes to your job if needed because you are pregnant or disabled. RETALIATION It is also unlawful for employers to treat people differently because they have reported discrimination,

participated in an investigation, or helped others exercise their right to complain about discrimination. To report discrimination, you may: Contact your employer's human resources or personnel department. Contact the Illinois Department of Human Rights (IDHR) to file a charge

(312) 814-6200 | (866) 740-3953 (TTY) | (312) 814-6251 (Fax) (217) 785-5100 | (866) 740-3953 (TTY) | (217) 785-5106 (Fax) Website: www.illinois.gov/dhr | Email: IDHR.Intake@illinois.gov Employers shall make this poster available and display it where employees can readily see it. This notice is available for download at: www.illinois.gov/dhr

VESSA - VICTIMS' ECONOMIC SECURITY AND SAFETY ACT



Department of Laborator State of Illinois \star \star \star \star

Victims' Economic Security and Safety Act (VESSA) Required Posting for Employers VESSA provides employees who are victims of domestic violence, sexual violence, of unpaid leave during any 12-month period. gender violence, or any other crime of violence, and employees who have a family or nousehold member who is a victim of such violence, with unpaid, job-guaranteed leave;

This time may be used if the employee or the employee's family or household experiencing an incident of domestic violence, sexual violence, gender violence, or any other crime of violence is recovering from the violence; is seeking or receiving medical help, legal assistance (including participation in

egal proceedings), counseling, safety planning, or other assistance;

temporarily or permanently relocating; or

reasonable accommodations; and protections from discrimination and retaliation.

to take other actions to increase the safety of the victim from future domestic, sexual, or gender violence, or any other crime of violence, or to ensure economic security. OTICE - Employees must provide the employer with at least 48 hours prior notice, accommodations to address the needs of the victim(s). Accommodations include, unless providing advance notice is not practicable. If an employee is unable to but are not limited to, an adjustment to the job structure, workplace facility, provide advance notice, an employee must provide notice when an employee is able to do so, within a reasonable period of time after the absence. CERTIFICATION – An employer may require the employee to provide certification that leave is to address the violence. Certification may include a sworn statement of the employee and other documentation such as a letter from a victims' services

organization, a court record, or any other corroborating evidence, but only if that documentation is in the possession of the employee. The employee may choose which documentation to submit. The employer may not require more than one document related to the same incident or perpetrator of violence in one year. All information related to domestic, sexual, or gender violence, or any other crime of violence, is to be kept in the strictest confidence by the employer. DURATION OF LEAVE – VESSA provides that employees working for an employer with at least 1 employee, but no more than 14 employees, are entitled to a total of 4 workweeks of unpaid leave during any 12-month period. Employees working for an employer with at least 15, but no more than 49 employees, are entitled to a total of workweeks of unpaid leave during any 12-month period. And employees working

or an employer with at least 50 employees are entitled to a total of 12 workweeks • Exercised any other rights under VESSA. Lincoln Tower Plaza 524 South 2nd Street, Suite 400 Sprinafield, Illinois 62701 (217) 782-6206 | Fax: (217) 782-0596

DISCRIMINATION AND RETALIATION – VESSA prohibits employers from unfavorably if the individual involved: other crime of violence: domestic, sexual, or gender violence, or any other crime of violence; Requested or took VESSA leave for any reason;

The workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit domestic, sexual, or gender violence, or any other crime of violence, against the individual or the individual's family or household member: or

Michael A Bilandic Building Regional Office Building 2309 West Main Street, Suite 115 Chicago, Illinois 60601-3150 Marion, Illinois 62959 (618) 993-7090 | Fax: (618) 993-7258 (312) 793-2800 | Fax: (312) 793-5257

NO SMOKING NOTICE



PUBLIC HEALTH

To file a complaint: www.smoke-free.illinois.gov 866-973-4646 TTY 800-547-0466 (hearing impaired use only)

Department of Labor

900 South Spring Street

Springfield, IL 62704

RIGHT TO KNOW

The Illinois Right-to-Know law requires your employer to provide you with MATERIAL SAFETY DATA SHEETS MSDS describe the characteristics, safe taught the hazards of exposure to the substances, how to work safely with handling, and hazards of toxic substances. MSDS should be readily available in them, and how to read the MSDS and labels. The law protects your right to the work area. You, your representative, or your physician may request copies of MSDS for toxic substances in your work area.

TOXIC? YOU HAVE THE RIGHT-TO-KNOW! ABOUT TOXIC SUBSTANCES IN YOUR WORK AREA TRAINING Employees who are exposed to toxic substances should be trained at the start of employment or transfer, and annually thereafter. You should be obtain the above information. You may not be disciplined or discharged for exercising your rights under this law. If your employer has not complied with Right-to-Know, or if you have a question, you may call: (217) 782-9386 (Downstate) or (312) 793-1964 (Chicago area)

DAY AND TEMPORARY LABOR SERVICE AGENCIES

For more information on this Act and other laws we enforce, please visit our website at: www2.illinois.gov/IDOL/Pages Registration Day and temporary labor agencies located in or transacting business n Illinois must register with the Illinois Department of Labor, provide proof of required unemployment insurance contributions and valid workers' compensation insurance and report any lapse in workers' compensation coverage to the Department. Registered agencies are listed on the Department's website at: https://www2.illinois.gov/idol/Laws-Rules/FLS/Pages/day-temporary-labor.aspx

temporary labor agencies to verify that they are registered with the Department of

Labor or face monetary penalties. The following is a summary of the law, however

the Act contains additional information that may affect individual cases or claims.

all supporting documentation (pdf format is preferred). Online application https://webapps.illinois.gov/DOL/DTLLicense/ To Create IL Public ID https://www.illinois.gov/sites/accounts/Pages/default.aspx n order to submit a registration, users must create an Illinois Public ID account to establish your agency account. Please follow the instructions to create an Illinois

Required Notices to Employees Every agency must post in the public access area of each work location or branch office a notice provided by the Department of Labor summarizing the provisions of this Act, along with the toll-free number for reporting violations and complaints. This notice shall be in English or any other language generally understood in the locale of the agency. Agencies must also post in public access areas any other state or federally mandated postings. Day and temporary labor service agencies must provide workers with an employment notice at the time of dispatch, describing the terms and conditions of their employment, including the nature of work to be performed, the wages to be paid, the name, address and location of where the work will be performed, terms of transportation and whether meals or equipment will be provided and any costs associated with such meals and equipment. Day and temporary labor service agencies must also provide each worker with a wage notice at the time of payment that includes the name address and telephone number of each third party client for whom work was of this Act shall be subject to civil penalties or a private cause of action. In addition performed: the number of hours worked by the laborer at each third party client to administrative remedies available through the Illinois Department of Labor, a each day during the pay period; the rate of pay for all hours worked, including any um or bonus pay; total earnings during the pay period; and all deduction made for meals, equipment, income tax and social security withholdings and any other deductions. For workers contracted to work a single day, third party clients must provide workers with a work verification form at the end of the work day

that client must be paid a minimum of four hours of pay at the agreed upon rate by the day and temporary labor agency. However, if that worker is given work during the same shift at another location, he or she shall be paid for two hours of pay at the agreed upon rate of pay (in addition to the pay for hours worked during that shift). Wages and Deductions The wages paid to day laborers must be in compliance with all state and federal laws, including minimum wage and overtime laws and the total amount deducted for meals and equipment may not cause a worker's hourly wage to fall below the state or federal minimum wage. Agencies cannot make deductions from a worker's paycheck unless the worker approves the deductions in writing on a form approved by the Department and agencies may not charge workers for cashing paychecks issued by their agency. Recordkeeping Requirements Day and temporary labor service agencies must keep and maintain for a period of three years detailed records relating to every day

that contains the date, worker's name, work location and hours worked that day. A

worker who is sent by the agency to a third party client, but is then not utilized by

laborer's work and these records must be open to inspection by the Department of Labor during normal business hours. In addition, records relating to an individual worker and any hours billed to third party clients for his or her labor must be available for review or copying by the worker within 5 days following a written request. Transportation Day and temporary labor agencies, third party clients (and their contractors or agents) are prohibited from charging workers for transportation between the agency and the designated worksite. Agencies, third party clients (and their contractors or agents) are responsible for the conduct and performance of persons providing transportation and drivers must have a valid and appropriate motor vehicle license, proof of financial responsibility as well as seats and safety belts for every passenger. Any violations of these requirements discovered by the Departmen shall be forwarded to appropriate law enforcement or regulatory agencies. Placement Fee Restrictions Day and temporary labor agencies cannot restrict the right of a laborer to accept a permanent position with a third party client to whom they have been referred for work. They also cannot restrict the right of third party clients to offer employment to a day and temporary laborer, however day and temporary labor agencies may charge limited placement fees to third party clients who offer employment to day laborers. Worker Retaliation Prohibited/Private Right of Action Day and temporary labor

an investigation under this Act. Any retaliation taken against a worker in violation person aggrieved by any violation of this Act may file suit in Illinois circuit court. To report violations or make a complaint, call our toll-free hotline at:

agencies and third party clients are prohibited from retaliating against workers for

exercising their rights, including making a complaint, testifying or participating in

1-877-314-7052

JECD

IL-0122-F02

Visit the website: https://www2.illinois.gov/idol/Pages/Complaints.aspx Chicago 312.793.2800 • Springfield 217.782.6206 • Marion 618.993.7090

1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627

to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

at 1-866-4-USA-DOL or visit its website at http://www.dol.gov/vets. An interactive request that your case be referred to the Department of Justice or the Office

EMPLOYMENT & REEMPLOYMENT RIGHTS ACT (330 ILCS 61) In order to protect the common public interest in military service, it is the role of the Illinois Attorney General to promote awareness and ensure compliance with

in support of an emergency. Members who are released from military duty with follow-on care by the Department of Defense.

Employers are required to provide employees entitled to rights and benefits under ISERRA a notice of the rights, benefits, and obligations of service member employees. This requirement may be met by the posting of this notice where employers customarily place notices for employees. ISERRA is codified as Public Act 100-1101 and can be found at www.ilga.gov/legislation/publicacts/100/PDF/100-1101.pdf.



Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns Springfield: James R. Thompson Center 535 W. Jefferson Street. 1st Floor 100 West Randolph Street, Suite 10-100, Chicago, IL 60601 Springfield, IL 62702

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Leave permitted during a 12-month period under the act based on

of the work area.

15-49 employees 8 weeks 50 or more employees 12 weeks Leave may be taken consecutively, intermittently, or on a reduced work schedule basis. For information on filing a complaint please call: 312-793-6797 or visit the website: https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/vessa.aspx **ACCOMMODATIONS** – VESSA provides that employees are entitled to reasonable

Number of employees

1-14 employees

number of employees:

Leave permitted

4 weeks

of the domestic, sexual, or gender violence, or any other crime of violence, and discriminating, retaliating, or otherwise treating an employee or job applicant Is or is perceived to be a victim of domestic, sexual, or gender violence, or any Attended, participated in, prepared for, or requested leave to attend, participate in, or prepare for a criminal or civil court or administrative proceeding relating to

work requirements, or telephone number, seating assignment, or physical security

Requested an accommodation, regardless of whether the accommodation

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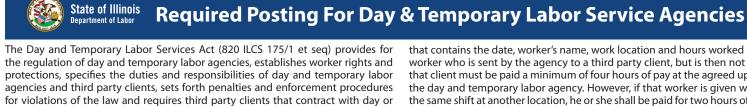
.ABELING Toxic substances in your work area should be labeled with the

Chicago, IL 60601 Tel: (312) 793-7308 | Fax: (312) 793-2081 Tel: (217) 782-9386 | Fax: (217) 782-0596

2309 West Main Street

Marion, IL 62959

Tel: (618) 993-7090



chemical or product name and a hazard warning.

State of Illinois Building

160 N. LaSalle, Ste. C-1300

Online registration should be used to apply for a new or renewal license. The online application includes ePayment feature to pay the license fees. Agencies may attach

For more information or to file a complaint, contact us at:

160 N. LaSalle St, Suite C1300, Chicago, IL 60601

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1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov