your employer or OSHA, or report a work-

related injury or illness, without being

Receive information and training on

Request an OSHA inspection of your

workplace if you believe there are unsafe

or unhealthy conditions. OSHA will keep

your name confidential. You have the

right to have a representative contact

Participate (or have your representative

speak in private to the inspector.

■ File a complaint with OSHA within

See any OSHA citations issued to

Request copies of your medical

injury and illness log.

records, tests that measure hazards

in the workplace, and the workplace

Contact OSHA. We can help.

The Pregnant Workers Fairness Act (PWFA) is a federal law that, starting June 27, 2023,

WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT WORKERS?

with its Protective.

Employees (current and former), including managers and temporary employees
Job applicants
Union members and applicants for membership in a union

What Employment Practices can be Challenged as Discriminatory?

aspects of employment, including: bischarge, firing, or lay-off larassment (including unwelcome verbal or physical conduct)

Being able to sit or drink water

Receiving closer parking

What Organizations are Covered?

Most private employers

Staffing agencies

State and local governments (as employers) Educational institutions (as employers)

requires covered employers to provide "reasonable accommodations" to a qualified worker's

accommodation will cause the employer an "undue hardship." An undue hardship is defined as

'Reasonable accommodations" are changes to the work environment or the way things are usually done

nown limitations related to pregnancy, childbirth, or related medical conditions, unless the

taliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit,

illure to provide reasonable accommodation for a disability or a sincerelyheld religious belief, observance or practice

keterral
bbtaining or disclosing genetic information of employees
Requesting or disclosing medical information of employees
Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an
restituation or proceeding.

vestigation or proceeding.

Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or recouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy

It is also unlawful for employers to treat people differently because they have reported complain about

**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 8 workweeks of unpaid leave during any 12-month period. And employees working for an employer with at least 50 employees are entitled to a total of 12 workweeks of unpaid leave during any 12-month period.

Contact your employer's human resources or personnel department.

☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐

REPORT DISCRIMINATION

ivestigation, or proceeding.

Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy

30 days (by phone, online or by mail)

if you have been retaliated against for

participate) in an OSHA inspection and

substances in your workplace.

job hazards, including all hazardous

retaliated against.

OSHA on your behalf.

using your rights.

your employer.

Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember

You have at least 1,250 hours of service for your employer during the 12 months before your leave, and

Your employer has at least 50 employees within 75 miles of your work location

Airline flight crew employees have different "hours of service" requirement

YOU MAY NEED TO CHECK YOUR WITHHOLDING

UNITED STATES DEPARTMENT OF LABOR

Marry or divorce?

ended a job)

Change your name?

Gain or lose a dependent?

Your itemized deductions? Your tax credits?

Since you last filed Form W-4 with your employer did you..

Am I eligible to take FMLA leave?

ou are an eligible employee if all of the following apply

You work for a covered employer,
 You have worked for your employer at least 12 months

Your Rights Under

linois Employment Laws

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.

Equal Pay Act Hotline: 1-866-372-4365

system, or factors other than gender

with their co-workers and colleagues

compensation histories.

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

 Requires employers to pay equal wages to men and women doing the same or substantially similar work. unless such wade differences are based upon a seniority system, a merit

• Employers and employment agencies are banned from asking applicants past wage and

Employees may disclose or discuss their own salaries, benefits, and other compensation

• Certain employees at large businesses may request wage/salary history for their job title

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

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

### **Emergency Care**

Illinois Department of Public Health

Emergency Care for

# CHOKING

becomes unconscious

ask if you can help.

**UNCONSCIOUS VICTIM** 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.



Open the airway and check the mouth for objects. Remove the obstructing object only if you see it.

With the airway open, attempt to give TWO breaths. If unsuccessful, return to

Repeat steps 1, 2 and 3 until victim starts breathing or until emergency medical help arrives. Have someone call for an ambulance, rescue squad or EMS. DO NOT PRACTICE ON PEOPLE. Abdominal thrusts may cause injury.

Emergency Medical Systems and Highway Safety Use back blows and chest thrust on infants. Use chest thrust on pregnant women

### **Employee Classification**

NOTICE TO INDIVIDUALS PERFORMING SERVICES FOR CONSTRUCTION

employees must post this notice in a conspicuous place on each jobsite and in their offices. **EMPLOYEE CLASSIFICATION ACT** (820 ILCS 185/1-999) Effective Date: January 1, 2008 The Employee Classification Act establishes criteria to determine if an individual performing services for a construction contractor is an employee of the contractor or is

ndustry are offered protections under numerous labor laws, including minimum wage, overtime, workers' compensation and unemployment insurance and are not misclassified as independent contractors in order to avoid tax and labor law obligations. Any aggrieved

or file a private lawsuit seeking remedies for misclassification violations, including collection of any wages, employment benefits or other compensation denied or lost, monetary damages, attorney's fees and court costs. Contractors determined to be in violation of the Act are subject to civil and criminal penalties. nlt is a violation of the Act to discharge an individual for exercising any rights, including making a complaint or testifying in an investigation under the Act, subject to additional damages, attorney's fees and costs.

> Illinois Department of Labor One West Old State Capitol Plaza, Room 300 Springfield, IL 62701 (217) 782-1710 www.state.il.us/agency/idol

### **Day & Temporary Labor**

REQUIRED POSTING FOR DAY AND TEMPORARY LABOR SERVICE AGENCIES regulation of day and temporary labor agencies, establishes worker rights and protections, specifies the duties and responsibilities of day and temporary labor agencies and third party clients, sets forth penalties and enforcement procedures for violations of the law and requires third party clients that contract with day or 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. For more information on this Act and other laws we enforce,

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-

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 all supporting documentation (pdf format is preferred). Online Application: https://webapps.illinois.gov/DOL/DTLLicense/ 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 nust 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 each third party client for whom work was performed; the number of hours worked by the laborer at each third party client each day during the pay period; the rate of pay for all hours worked, including any premium or bonus pay; total earnings during the pay period; and all

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 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 that client must be paid a minimum of four hours of

is given work during the same shift at another location, he or she shall be paid for two hours

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 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

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 Department 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 agencies and third party clients are prohibited from retaliating participating in an investigation under this Act. Any retaliation taken against a worker in violation of this Act shall be subject to civil penalties or a private cause of action. In addition to administrative remedies available through the Illinois Department of Labor, a 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: 1-877-314-7052

160 N. LaSalle St, Suite C1300, Chicago, IL 60601 Visit the website: https://www2.illinois.gov/idol/Pages/Complaints.aspxChicago



## and your **RIGHTS** in the **WORKPLACE**

PREGNANCY and your 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 • 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.

**FOR HER** 

PREGNANCY and your RIGHTS in the WORKPLACE

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 egarding your rights, download the Illinois Department of Human Rights' fact sheet from our website at www.illinois.gov/dhr

sobre el embarazo y sus derechos en el lugar de trabajo en español, visite: www.illinois.gov/dhr

CHICAGO OFFICE	SPRINGFIELD OFFICE
555 W Monroe St	524 S 2nd Steet,
Ste. 700	3rd Floor
Intake Unit	Intake Unit
Chicago, IL 60661	Springfield, IL 62701
(312) 814-6200	(217) 785-5100
charge process may be initiated by cor	mpleting the form at: http://www.illingis.gov/dhr

IN ILLINOIS, WOMEN EARN 71 CENTS FOR EVERY DOLLAR A MAN EARNS.

If you are not receiving equal pay for equal work, call the Illinois Department of Labor to file a complaint, 1-866-EPA-IDOL (1 866 372 4365)

The Illinois Equal Pay Act of 2003 prohibits employer with four or more employees from pay paying unequal wages to men and women doing the same substartially similar work, unless Employer are prohibited from discharging or otherwise discriminating against any employee exercising his/her rights under this Act and may not remedy violations of this Act by reducing

**Family Medical Leave Act** 

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

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 employee does not work full time because of lack of work, he or she may be eliqible for partial benefits if the wages earned in such calendar week are less than his or her weekly benefit 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 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 weekly benefit amount is \$51. The statewide average weekly wage is calculated each year. If Your Benefit Year Begins: Your Base Period Will Be: 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 Last year between: This year between: Oct. 1 and Dec. 31 July 1 and Dec. 31 and this year between Jan. 1 and June 30 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. It you have been awarded temporary total disability benefits under a 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.

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

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

What is FMLA leave?: The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Depa Fligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for The birth, adoption or foster placement of a child with you,
Your serious mental or physical health condition that makes you unable to work,

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working

and Overtime Hotline: 1-800-478-3998 ne employer must make up the difference.

mployee's tips combined with the wages from the employer do not equal the minimum wage Overtime: Most hourly employees and some salaried employees are covered by the Inpaid Wages Hotline: 1-312-793-2808

Vage Payment and Collection Act sions and bonuses on their next regularly scheduled payday

Employees must receive their final compensation, including earned wages, vacation pay Unauthorized deductions from paychecks are not allowed except as specified by law. imployers 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 mployee must submit reimbursement request within 30 calendar days unless an employer

Meal and Rest Periods Hotline: 1-312-793-2804

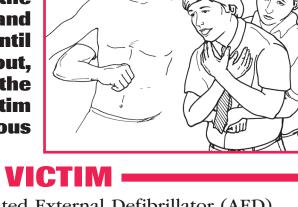
One Day Rest in Seven Act

Employers may obtain permits from the Department allowing employees to voluntarily work even consecutive days Employees working 7 1/2 continuous hours must be allowed a meal period of at least 20 ninutes no later than 5 hours after the start of work, and an additional 20 minutes if working a 12 hour shift or longe

Employees must be afforded reasonable bathroom breaks

160 N. LaSalle, St, Suite C-1300, Chicago, IL 60601 • Chicago 312-793-2800 • Marion 618-

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





on top of the other. Push hard. Illinois Department of Public Health

Springfield, IL 62701 • 217-785-2080 Standards for CPR and ECC are consistent with American Heart Association recommendations. IOCI 14-210 J@CD

422 S. 5th St., Third Floor

For children 1 to 8 years of age, compress at the depth of approximately 2 inches. American Red Cross chapter.

### individual or interested party has the right to file a complaint with the Department of Labor

**REQUIRED POSTING –** Contractors that have one or more individuals not classified as

an independent contractor. Individuals performing services for contractors on or after January 1, 2008 are presumed to be employees of the contractor unless they meet criteria specified in Section 10 of the law. The Act seeks to ensure that workers in the construction

For more information or to file a complaint, contact:

The Day and Temporary Labor Services Act (820 ILCS 175/1 et seq) provides for the please visit our website at: www2.illinois.gov/IDOL/Pages.

Registration Day and temporary labor agencies located in or transacting business in Illinois must egister with the Illinois Department of Labor, provide proof of required unemployment temporary-labor.aspx

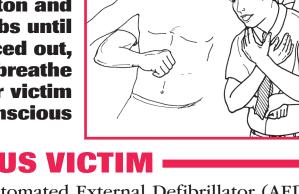
pay at the agreed upon rate by the day and temporary labor agency. However, if that worker 312.793.2800 • Springfield 217.782.6206 • Marion 618.993.7090 **Pregnancy Rights** 

 Discriminate against you because of your pregnancy Retaliate against you because you requested a reasonable accommodation.

CHICAGO OFFICE	SPRINGFIELD OFFICE
555 W Monroe St	524 S 2nd Steet,
Ste. 700	3rd Floor
Intake Unit	Intake Unit
Chicago, IL 60661	Springfield, IL 62701
(312) 814-6200	(217) 785-5100
The charge process may be initiated by com	npleting the form at: http://www.illinois.gov/dhr

If victim CANNOT breathe, cough or make sounds,

**Give quick upward** thrusts above the belly button and below the ribs until object is forced out, victim can breathe again, or victim



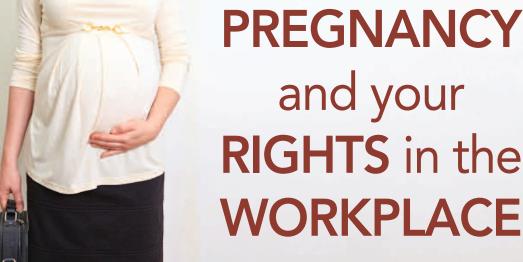


Learn to perform emergency care for choking and cardiopulmonary resuscitation (CPR) For CPR training information, call your local American Heart Association or

of pay at the agreed upon rate of pay (in addition to the pay for hours worked during that **Wages and Deductions** 

must be available for review or copying by the worker within 5 days following a written **Transportation** Day and temporary labor agencies, third party clients (and their contractors or agents) are

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



State of Illinois Department of Human Rights

Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

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

ALL RIGHTS RESERVED, COPYRIGHT BY STATE AND FEDERAL POSTER, INC



The charge process may be initiated by completing the form at: http://www.illinois.gov/dhr		
Intake Unit Chicago, IL 60661 (312) 814-6200	Intake Unit Springfield, IL 62701 (217) 785-5100	

**Equal Pay** 

For immediate help or if you have questions regarding your rights Call (312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY)

such wage difference is based upon a seniority system, a merit system, or factors other than gender, the wages of other employees. Require posting: Employers are required to posting this notice in a

**IRS Withholding** To any of these or you owed extra tax when you filed your last return, you may need to file a

new Form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676 Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on **Employer:** Please poster or publish this Bulletin Board Poster so that your employees will

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 rights under the Act. 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 permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft,

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. 1-866-487-9243 • TTY: 1-877-889-5627 <u>www.dol.gov/whd</u> WAGE AND HOUR DIVISION

**USERRA** 

ou have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: • 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 that articular employer; • 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

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

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. • 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 at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at <a href="https://webapps.dol.gov/elaws/vets/userra">https://webapps.dol.gov/elaws/vets/userra</a> If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to

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: https://www.dol.gov/ agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text

notice also include your name, address, telephone number, Social Security number, and a brief description of the injury or illness.

USERRA, even if that person has no service connection

U.S. Department of Justice Office of Special Counsel

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. IF YOU SUFFER FROM A WORK-RELATED INJURY OR ILLNESS, YOU SHOULD TAKE THE FOLLOWING STEPS: 1. 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. 2. 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

4. 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 copen 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 cann be reopened. Only settlements approved by the Commission are binding. For more information, go to the Illinois Workers' Compensation Commission's Web site or call any office:

Toll-free:866/352-3033 Chicago: 312/814-6611 Peoria: 309/671-3019 Springfield: 217/785-7087

Web site: www.iwcc.il.gov Collinsville: 618/346-3450 Rockford: 815/987-7292 TDD (Deaf): 312/814-2959

BY LAW, EMPLOYERS MUST DISPLAY THIS NOTICE IN A PROMINENT

PLACE IN EACH WORKPLACE AND COMPLETE THE INFORMATION BELOW.

3. 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

**Job Safety & Health** 

Employer's FEIN:

www.illinois.gov/idol

Chicago, IL 60601

Fax: (312) 793-2081

(312) 793-7308

160 N. LaSalle Street, C-1300

The Illinois Occupational Safety and Health Act [820 ILCS 219] provides job safety and health protection for employees of state and local government agencies. The Illinois State Required Posting for State and Local Government Employers Plan is a developmental plan partially funded by a federal grant. Any concerns regarding the administration of the Illinois State Plan can be forwarded to the OSHA Region V Office EMPLOYEES: Federal Building, 230 South Dearborn Street, Room 3244, Chicago, IL 60604. Phone: 312-You have the right to a safe workplace. • You have the right to raise a safety or health concern with your employer or confidentially • You have the right to request an IL-OSHA inspection if you believe there are unsafe or Illinois Department of Labor

Party handling workers' compensation claims:

You have the right to participate in an IL-OSHA inspection and speak privately to the

You must comply with all standards under the Illinois Occupational Safety and Health Act

You have the right to see IL-OSHA citations issued to your employer.

ides.state.il.us or at the nearest Illinois Department of Employment

that applies to your own actions and conduct on the job.

Job Safety and Health

unhealthy conditions

• You can file a complaint with IL-OSHA within 30 days if you have been retaliated against Illinois OSHA for exercising your rights under the Act. www.osha.illinois.gov You have the right to copies of your medical records and records of your exposures to 524 S. 2nd Street, Suite 400 Springfield, IL 62701 (217) 782-9386 dol.safety@illinois.gov · Must furnish employees a workplace free from recognized hazards. Must comply with all applicable standards under the Illinois Occupational Safety and · Must prominently display this poster in the workplace as well as all notices and all official correspondence received by IL-OSHA.

Free Safety & Health Consultation Services Illinois ON-SITE Safety & Health Consultation Program worksafe.illinois.gov 524 S. 2nd Street, Suite 400 Springfield, IL 62701 1-800-972-4216 dol.consultation@illinois.gov The 23(g) State and Local Government Plan is funded by a federal grant which constitutes

**Unemployment Insurance Benefits** THE POSTING OF THIS NOTICE IS REQUIRED BY THE ILLINOIS UNEMPLOYMENT INSURANCE ACT.

fifty percent of the overall budget. Fifty percent is financed by State funds.

This year between: Jan. 1 and March 31 This year between: April 1 and June 30 Last year between: Jan. 1 and Dec. 31

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

our nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started or see it. Please indicate where they can get forms and information on this subject.

**Polygraph Protection** The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of

embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests. 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. The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS •

discharge or under other than honorable conditions. If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job. If you: • are a past or present member of the uniformed service: • have applied for membership in the uniformed service: or • are obligated to serve in the uniformed service: then an

• If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24

the Department of Justice or the Office of Special Counsel, as applicable, for representation. • You may also bypass the VETS process and bring a civil action against an employer for

n addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under

employer may not deny you: • initial employment; • reemployment; • retention in employment; • promotion; or • any benefit of employment because of this status.

**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

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.

Must post any citations issued by IL-OSHA at or near the place of the alleged violation(s). · Must correct workplace hazards by the date indicated on the citation and must certify that

 Must maintain records of work-related injuries and illnesses. Employers must post the previous year annual summary (OSHA 300A) from February 1 until April 30. NOTIFICATION REQUIREMENT: Employers must orally report any work-related fatalities within 8 hours, and any inpatient hospitalization, amputation, or loss of an eye within 24 hours by calling 217-782-7860. This is a 24/7 hotline.

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 pamphlet "What Every Worker Should Know About Unemployment Insurance" to each worker separated from employment for an expected duration of worker's last known address. Pamphlets shall be supplied by the Illinois Department of Employment Security to each employer without cost.

The Illinois Unemployment Insurance Act provides for the payment of benefits to eligible unemployed workers and 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.

Jan. 1 and Sept. 30 and the year before between Oct. 1 and Dec. 31

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. 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

MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

You work for a **covered employer if one** of the following applies:

You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year You work for an elementary or public or private secondary school, or You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management How do I request FMLA leave? Follow your employer's normal policies for requesting leave Give notice at least 30 days before your need for FMLA leave, or If advance notice is not possible, give notice as soon as possible he 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. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction the U.S. Office of Personnel Management or Congress What does my employer need to do? If you are eligible for FMLA leave, your employer must Allow you to take job-protected time off work for a qualifying reason Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and • Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you re eligible, your employer must notify you in writing: About your FMLA rights and responsibilities, and Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd U.S. Department of Labor • Wage and Hour Division Updated 4/23

Where can I find more information **No Smoking PUBLIC** To file a complaint: www.smoke-free.illinois.gov 866-973-4646 HEALTH Smoke-Free Illinois Act TTY 800-547-0466 (hearing impaired use only)

Michael A Bilandic Building 160 North LaSalle, Suite C-1300 Chicago, Illinois 60601-3150 (312) 793-2800

Fax: (312) 793-5257

HAZARDOUS MATERIAI

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

employee must be at least 16 years old to work in most non-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 in various non-manufacturing, non-mining, non Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers 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 employee's tips combined with the employer's cash wage of at least \$2.13 per hour of they claim a tip credit against their minimum wage. The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroo that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

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 recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate

**Pregnant Workers Fairness Act (PWFA)** 

Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements.

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 comply with both. 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 wade and overtime Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

Learn more at www.EEOC.gov/Pregnancy-Discrimination Receiving appropriately sized uniforms and safety apparel **Equal Employment Opportunity** EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS TELEGRAL CONTROLLS OF SUBCONTRACTS OR SUBCONTRACTS
The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination an affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:

> Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, o otherwise opposes discrimination by Federal contractors under these Federal laws. The Office of Federal Contract Compliance Programs (OFCCP)

Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964 In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964

(217) 785-5106 (FAX)

Employers shall make this poster available and display it where employees can readily see it

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Being excused from strenuous activities and/or exposure to chemicals not safe for pregnancy

aws that apply to workers affected by pregnancy, childbirth, or related medical conditions, include

The ADA which prohibits employment discrimination based on disability (enforced by the EEOC

Title VII which prohibits employment discrimination based on sex, pregnancy, or other protected

ories (enforced by the U.S. Equal Employment Opportunity Commission (EEOC))

The Family and Medical Leave Act which provides unpaid leave for certain workers for

The PUMP Act which provides nursing mothers a time and private place to pump at work

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin
Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compe

Disability
Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discriminat Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discriminat in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified 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 to employ and advantine employment qualified individuals with disabilities at all levels of employment, including the executive level.

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

pregnancy and to bond with a new child (enforced by the U.S Department of Labor)

(enforced by the U.S. Department of Labor)

WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT WORKERS?

**ISERRA** 

3. Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about 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 Website: www.illinois.gov/dhr Email: IDHR.Intake@illinois.gov 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. 555 West Monroe Street, Suite 700 Chicago, IL 60661 ask for reasonable changes to your job if needed because you are pregnant or disabled. (312) 814-6200 (217) 785-5100 (866) 740-3953 (TTY) (866) 740-3953 (TTY)

(312) 814-6251

(Fax - Charge Processing

**Sexual Harassment & Discrimination** 

This time may be used if the employee or the employee's family or household member is:

• 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 legal proceedings), counseling,
safety planning, or other assistance;
• temporarily or permanently relocating; or
• 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. 50 or more employee Leave may be taken consecutively, intermittently, or on a reduced work schedule basis **NOTICE** – Employees must provide the employer with at least 48 hours prior notice, unless providing advance notice is not practicable. If an employee is unable to 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. DISCRIMINATION AND RETALIATION – VESSA prohibits employers from discriminating, retaliating, or otherwise treating an employee or job applicant unfavorably if the individual involved:

• Is or is perceived to be a victim of domestic, sexual, or gender violence, or any other crime of violence;

• 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 domestic, sexual, or gender violence, or any other crime of violence. CERTIFICATION – An employer may require the employee to provide certification of the domestic, sexual, or gender violence, or any other crime of violence, and 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. violence;

• Requested or took VESSA leave for any reason;

• Requested an accommodation, regardless of whether the accommodation was granted;

• 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

**Payday Notice** □ MONDAY □ TUESDAY □ WEDNESDAY □ THURSDAY □ FRIDAY □ SATURDAY □ SUNDAY

**Emergency Notice** 

TO REORDER, CALL 1-888-488-7678 OR ORDER AT STATEANDFEDERALPOSTER.CO

IT'S THE LAW! All workers have the right to: **Employers must:** A safe workplace. ■ Provide employees a workplace free from recognized hazards. It is illegal to retaliate Raise a safety or health concern with

**OSHA Job Safety and Health** 

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

■ Comply with all applicable OSHA standards.

fatalities within 8 hours, and all inpatient

hospitalizations, amputations and losses

Provide required training to all workers

Prominently display this poster in the

Post OSHA citations at or near the

place of the alleged violations.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-

through OSHA-supported consultation

programs in every state.

sized employers, without citation or penalty,

in a language and vocabulary they can

Report to OSHA all work-related

of an eye within 24 hours.

injury or illness.

understand.

workplace.

Victim's Economic Security & Safety Act (VESSA) fictims' Economic Security and Safety Act (VESSA) Required Posting for Employers VESSA provides employees who are victims of domestic violence, sexual violence, gender violence, or any other crime of violence, and employees who have a family or household member who is a victim of such violence, with unpaid, job-guaranteed leave; reasonable accommodations; and protections from discrimination and retaliation. 1-14 employees 15-49 employees ACCOMMODATIONS – VESSA provides that employees are entitled to reasonable accommodations to address the needs of the victim(s). Accommodations include, but are not limited to, an adjustment to the job structure, workplace facility, work requirements, or telephone number, seating assignment, or physical security of the work

labor.illinois.gov • DOL.Questions@Illinois.gov

524 South 2nd Street, Suite 400 Springfield, Illinois 62701 (217) 782-6206 Fax: (217) 782-0596

This notice is available for download at: www.illinois.gov/dhr