DEPARTMENT OF EMPLOYMENT SECURITY NOTICE

This year between:

This year between:

April 1 and June 30

This year between:

July 1 and Sept. 30

This year between:

Oct. 1 and Dec. 31

Jan. 1 and March 31

FED

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

OVERTIME PAY At least 1½ times the regular rate of pay for all hours worked over 40 An 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, nonhazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment. **TIP CREDIT** 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 do not equal the minimum hourly wage, the employer must make up the difference.

PUMP AT WORK 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 bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to

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

DEPARTMENT OF LABOR

SETS MINIMUM WAGE FOR EMPLOYEES

UNITED STATES OF AMERICA

WAGE AND HOUR DIVISION

UNITED STATES DEPARTMENT

1-866-487-9243

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, and an additional 20 minutes if working a 12 hour

Provides employees who are victims of domestic, gender, or sexual violence, or other

Effective 1/1/24: Employees with employers of any size are entitled to 2 additional weeks

Use: Workers can use paid leave for any reason of their choosing. Employers may not require

Accrual: Workers earn 1 hour of paid leave for every 40 hours they work. Employes may also

provide workers with all paid leave hours at the start of the 12-month period (frontloading).

Carryover: Workers rollover all unused accrued paid leave at the end of the year. Any unused

Retaliation is prohibited: Penalties may apply to employers that take adverse action

Certain exceptions may apply for employers who already provide their workers with paid leave. There

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

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

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

Employers are not allowed to pay less to African American employees versus a non-African

unpaid leave for reasons relating to a family or household member's death due to a crime

of violence to be completed within 60 days after the date employee received notice of the

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

ovisions. Heightened civil money penalties may be assessed for

when the violations are determined to be willful or repeated. The law

Certain occupations and establishments are exempt from

Certain narrow exemptions also apply to the pump at work

Special provisions apply to workers in American Samoa, the

Commonwealth of the Northern Mariana Islands, and the

Some state laws provide greater employee protections;

Some employers incorrectly classify workers as

"independent contractors" when they are actually

exempt) are entitled to the FLSA's minimum wage

employees under the FLSA. It is important to know the

and overtime pay protections and correctly classified

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

difference between the two because employees (unless

also prohibits retaliating against or discharging workers who file a

the minimum wage, and/or overtime pay provisions

each child labor violation that results in the death or serious injury

of any minor employee, and such assessments may be doubled

complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION

Commonwealth of Puerto Rico.

employers must comply with both.

independent contractors are not.

Department of Labor



REV. 04/2023

LABOR

LAWS

Department of Labor **Your Rights Under Illinois**

Your Rights Under Illinois Employment Laws

seven consecutive days.

Hotline: 1-312-793-2804

unpaid leave during a 12-month period.

Hotline: 1-312-793-2800

REQUIRES PAID LEAVE FOR ANY REASON

Workers: Farn up to 40 hours of paid leave from work per year

workers to provide a reason for their paid leave request.

tloaded leave does not have to be carried over

against workers who exercise their rights under this law.

are also certain categories of workers that are not covered by the law.

Existing Policy and Exclusions

a merit system, or factors other than gender

Hotline: 312-793-2600

compensation histories.

Equal Pay Act

Paid Leave

Violent Crime Victims' Leave

Employment Laws This is a summary of laws that satisfies Illinois Department of Labor posting requirements.

The mission of the Illinois Department of Labor is to protect and promote the wages, welfare, working conditions, and safety of Illinois workers by enforcing State labor and employment laws, providing Meal and Rest Periods ONE DAY REST IN SEVEN ACT ompliance assistance to employers, and increasing public awareness of workplace protections hrough enforcement, education, and community partnerships, the Department works to ensure that workers are paid what they are owed and that employers who follow the law remain competitive. Provides employees with 24 consecutive hours of rest within every seven (7) consecutive Minimum Wage & Overtime Employers may obtain permits from the Department allowing employees to voluntarily world

ffective Jan. 1 2024 \$14.00 per HOUR Applies to employers with 4 or more employees. Domestic workers are covered even if the employe only has 1 worker. Certain workers are not covered by the Minimum Wage Law and some workers may

be paid less than the minimum wage under limited conditions.

\$8.40 PER HOUR Applies to tipped employees. If an employee's tips combined with the wages from the employer do not 512.00 PER HOUR

pplies to youths (under 18) working fewer than 650 hours per calendar year

Most hourly employees and some salaried employees are covered by the overtime law and must be ompensated at time and one-half their regular pay for hours worked over 40 in a workweek otline: 1-800-478-3998

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: $\label{thm:continuous} \mbox{Employment certificates have been issued by the school district and filed with the Department of \mbox{\cite{Continuous Continuous Con$

Labor confirming that a minor is old enough to work, physically capable to perform the job, and 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. lotline: 1-800-645-5784 **Unpaid Wages**

WAGE PAYMENT AND COLLECTION ACT

Hotline: 1-312-793-2808

Employees must receive their final compensation, including earned wages, vacation pay, commissions and bonuses on their next regularly scheduled payday Unauthorized deductions from paychecks are not allowed except as specified by law 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 employe

Certain employees at large businesses may request wage/salary history for their job title from policy allows for additional time to submit Hotline: 1-866-372-4365

For more information or to file a complaint, contact the Department at: 524 South 2nd St, Suite 400, Springfield, IL 62701 (217) 782-6206 160 N. LaSalle, St, Suite C-1300, Chicago, IL 60601 (312) 793-2800 2309 W. Main Street, Suite 115 Marion, IL 62959 (618) 993-7090 For a complete text of the laws, visit our website: www.labor.illinois.gov

THIS NOTICE MUST BE DISPLAYED IN A CONSPICUOUS PLACE ON THE PREMISES OF THE EMPLOYER WHERE OTHER NOTICES ARE POSTED. Printed by the Authority of State of Illinois 12/23 IOCI 24-1008

REV. 12/2023

NOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards

Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an employee, the U.S. Department of Labor ictates that the employee is entitled to the higher minimum wage rate. THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

OFFICE OF THE ATTORNEY GENERAL YOUR RIGHTS UNDER THE ILLINOIS SERVICE MEMBER

EMPLOYMENT & REEMPLOYMENT RIGHTS ACT (330 ILCS 61)

ISERRA (Illinois version of USERRA) protects the employment and benefits of service members who leave their civilian employment to serve 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 ISERRA by providing information, training, advocacy, and enforcement.

All members of the Armed Forces of the United States whether active duty or reserve, including the National Guard when

All members of Military Auxiliary Radio System, United States Coast Guard Reserve, Civil Air Patrol, and the Merchant Marines when performing official duties in support of an emergency.

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

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 ISERRA. WHERE TO FIND MORE INFORMATION?

FED

Both service members and employers can find more information on the Attorney General's ISERRA Advocate webpage at ttps://illinoisattorneygeneral.gov/rights-of-the-people/military-and-veterans-rights/ or call the Military & Veterans Rights Helpline at

This notice is available for download on the Attorney General's website by going to

https://illinoisattorneygeneral.gov/rights-of-the-people/military-and-veterans-rights/. 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

equirement 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.

This material is available in alternate format upon request.

REV. 06/2023

FED

Who is Protected?

EXAMINEE RIGHTS

ENFORCEMENT

qualifying exigency.

may also bring their own court actions.

EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT The Employee Polygraph Protection Act prohibits most private The Act also permits polygraph testing, subject to restrictions, of employers from using lie detector tests either for pre-employment certain employees of private firms who are reasonably suspected of screening or during the course of employment. involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employe **PROHIBITIONS** The law does not preempt any provision of any State or local law or any

discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other the law does not apply to tests given by the Federal Government

imployers are generally prohibited from requiring or requesting

any employee or job applicant to take a lie detector test, and from

Federal, State and local governments are not affected by the law. Also, to certain private individuals engaged in national security-related 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 guard), and of pharmaceutical manufacturers, distributors and

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

UNITED STATES OF AMERICA

a 12-month period for:

DEPARTMENT OF LABOR

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT

1-866-487-9243 www.dol.gov/agencies/whd

collective bargaining agreement which is more restrictive with respect

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

The Secretary of Labor may bring court actions to restrain violations

and assess civil penalties against violators. Employees or job applicants

FED Your Employee Rights Under the Family and Medical Leave Act

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. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most Eligible employees can take up to 12 workweeks of FMLA leave in

The birth, adoption or foster placement of a child with you, Your serious mental or physical health condition that makes To care for your spouse, child or parent with a serious mental or physical health condition, and

Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may**

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 less hours each day or week. Read Fact Sheet #28M(c) for more information.

take up to 26 workweeks of FMLA leave in a single 12-month

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your mployer's paid leave policy covers the reason for which you need Am I eligible to take FMLA leave?

You 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, 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"

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

You work for a public agency, such as a local, state or covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave? Generally, to request FMLA leave you must: Follow your employer's normal policies for requesting

Give notice at least 30 days before your need for FMLA

SCAN ME **DEPARTMENT OF LABOR UNITED STATES OF AMERICA**

WAGE AND HOUR DIVISION

REV. 02/2022

If advance notice is not possible, give notice as soon as

possible. You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave. Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a

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 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 of 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

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 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 with a WHD investigation 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 are eligible, your **employer must** notify you in writing:

About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-Where can I find more information?

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 nay file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD

UNITED STATES DEPARTMENT OF LABOR



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, 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.

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 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,

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

Workers' Compensation

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.

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 Commission are binding. For more information, go to the Illinois Workers'

Chicago: 312/814-6611 Springfield: 217/785-7087 Collinsville: 618/346-3450 TDD (Deaf): 312/814-2959 NOTIFY YOUR EMPLOYER. You must notify your

Party Handling Workers benefits, and procedures. If you need a handbook,

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.

Injured workers have the right to reopen their case

Compensation Commission's Web site or call any office: Toll-free: 866/352-3033 Peoria: 309/671-3019 Web site: www.iwcc.il.gov Rockford: 815/987-7292

BY LAW, EMPLOYERS MUST DISPLAY THIS NOTICE IN A PROMINENT PLACE IN EACH WORKPLACE AND COMPLETE THE **INFORMATION BELOW.**

REV. 10/2011

DEPARTMENT OF HUMAN RIGHTS — IDHR YOU HAVE THE RIGHT TO BE FREE FROM **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, 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

differently because they have reported discrimination, participated in an investigation, or helped others exercise their right to complain about discrimination. REPORT DISCRIMINATION

It is also unlawful for employers to treat people

To report discrimination, you may:

personnel department. 2. Contact the Illinois Department of Human Rights (IDHR) to file a charge.

Contact your employer's human resources or

3. Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns. 555 W Monroe Street, 7th Floor

> Springfield: 524 S. 2ND St., SUITE 300 Springfield, IL 62701 (217) 785-5100 (866) 740-3953 (TTY) (217) 785-5106 (Fax)

CHICAGO, IL 60661

(866) 740-3953 (TTY)

(312) 814-6251 (Fax)

(312) 814-6200

Website: dhr.illinois.gov 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

version . IDHR 9/2022

REV. 09/2022

WAGE PAYMENT AND COLLECTION ACT

Payday Notice

The Illinois Wage Payment and Collection Act, 820 ILCS 115/10 (from Ch. 48, par. 39m-10), requires employers to post and keep posted at each regular place of business in a position easily accessible to all employees one or more notices indicating the regular paydays and the place and time for payment.

REGULAR PAYDAYS SHALL BE AS FOLLOWS: PLACE AND TIME OF PAYMENT:

Department of Human Rights — IDHR

Are you pregnant, recovering from childbirth, or do you have a medical or common condition related to pregnancy?

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

Ask your employer for a reasonable

If so, you have the right to:

Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job. Your employer cannot: Discriminate against you because of your

your employer for your pregnancy.

Retaliate against you because you requested a reasonable accommodation 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 dhr.illinois.gov

Pregnancy and your RIGHTS in the WORKPLACE Es ilegal que su empleador la despida, se niegue a contratarla o a proporcionarle una adaptación razonable a causa de su embarazo. Para obtener nformación sobre el embarazo y sus derechos en el lugar de trabajo en español, visite dhr.illinois.gov **ILLINOIS DEPARTMENT OF**

> **Human Rights** For immediate help or if you have questions, call (312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY) **SPRINGFIELD OFFICE** CHICAGO

> 555 WEST MONROE ST. 524 S. 2ND ST. **SUITE 700, SUITE 300** INTAKE UNIT INTAKE UNIT Springfield, IL 62701 CHICAGO, IL 60661 (312) 814-6200 (217) 785-5100 Learn more, contact IDHR, or initiate a charge at:

> > https://dhr.illinois.gov

IDHR ENG. web.

REV. 02/2023

Know Your Rights: Workplace Discrimination is Illegal The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work

and temporary employees Job applicants Union members and applicants for membership in Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, What Types of Employment Discrimination are

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the Race Color Religion National origin

Employees (current and former), including managers

Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender Age (40 and older) Disability Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history) Retaliation for filing a charge, reasonably opposing

discrimination, or participating in a discrimination lawsuit, investigation, or proceeding Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation What Organizations are Covered?

State and local governments (as employers)

Staffing agencies What Employment Practices can be Challenged as Discriminatory? All aspects of employment, including:

Educational institutions (as employers)

Most private employers

observance or practice

Benefits

following ways:

Discharge, firing, or lay-off Harassment (including unwelcome verbal or physical Hiring or promotion Assignment Pay (unequal wages or compensation) Failure to provide reasonable accommodation for a disability: pregnancy, childbirth, or related medical

condition; or a sincerely-held religious belief,

Job training Classification Referral Obtaining or disclosing genetic information of employees Requesting or disclosing medical information of Conduct that might reasonably discourage someone

from opposing discrimination, filing a charge, or

participating in an investigation or proceeding

Conduct that coerces, intimidates, threatens, or

interferes with someone exercising their rights, or

someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy What can You Do if You Believe Discrimination has Occurred? Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing

a charge of discrimination (180 or 300 days, depending on

where you live/work). You can reach the EEOC in any of the

Submit an inquiry through the EEOC's public portal:

1-800-669-4000 (toll free)

1-800-669-6820 (TTY)

1-844-234-5122 (ASL video phone) an EEOC field office (information at www.eeoc.gov/field-office) info@eeoc.gov Additional information about the EEOC, including information about filing a charge of discrimination, is available at

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and 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

U.S. Equal Employment Opportunity Commission

or in applying for a job, the EEOC may be able to help. company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases: Race, Color, Religion, Sex, Sexual Orientation, **Gender Identity, National Origin**

> 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 compensation or the compensation of other applicants or

Disability Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination 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

executive level. **Protected Veteran Status** 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

and advance in employment qualified individuals with

disabilities at all levels of employment, including the

Retaliation Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W.

If you are deaf, hard of hearing, or have a speech

relay services. OFCCP may also be contacted by

regional or district office, listed in most telephone

directories under U.S. Government, Department

of Labor and on OFCCP's "Contact Us" webpage at

Race, Color, National Origin, Sex

Individuals with Disabilities

disability, please dial 7-1-1 to access telecommunications

submitting a question online to OFCCP's Help Desk at

https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP

Washington, D.C. 20210

1-800-397-6251 (toll-free)

https://www.dol.gov/agencies/ofccp/contact PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

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, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal

Section 504 of the Rehabilitation Act of 1973, as amended,

disability in any program or activity which receives Federal

prohibits employment discrimination on the basis of

financial assistance. Discrimination is prohibited in all

aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

REV. 06/27/2023

FILING A CLAIM

the total amount payable

workers for this purpose.

FED

REEMPLOYMENT RIGHTS

perform service in the uniformed service and:

under other than honorable conditions.

are a past or present member of the •

have applied for membership in the

conclusion of service; and

cases, a comparable job.

uniformed service;

uniformed service: or

initial employment;

reemployment:

because of this status.

connection.

then an employer may not deny you:

retention in employment;

of the Illinois Unemployment Insurance Act.

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.

Department of Employment Security office to the worker's home. To be eligible for

actively seeking work and, in addition, must not be disqualified under any provisions

Each employer shall deliver the pamphlet "What Every Worker Should Know About

expected duration of seven or more days. The pamphlet shall be delivered to the

after the date of the separation to the worker's last known address. Pamphlets shall

A claimant may also be entitled to receive, in addition to the weekly benefit amount,

allowance is a percentage of the average weekly wage of the claimant in his or her

If, during a calendar week an 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 amount. For any such week,

be taken to their Illinois Department of Employment Security office.

access the locations though our website at www.ides.illinois.gov

employers should provide employees with a statement of "low earnings" which should

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

Unemployment insurance information is available from any Illinois Department of

Every claimant who files a new claim for unemployment insurance benefits must

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

weekly benefit amount is \$51. The statewide average weekly wage is calculated

serve an unpaid waiting week for which he has filed and is otherwise eligible.

base period. The weekly benefit amount plus any allowance for a dependent make up

be supplied by the Illinois Department of Employment Security to each employer

an allowance for a non-working spouse or a dependent child or children. The

worker at the time of separation or, if delivery is impracticable, mailed within five days

Unemployment Insurance" to each worker separated from employment for an

benefits, an unemployed individual must be available for work, able to work and

Claims can be filed online at www.ides.illinois.gov or at the nearest Illinois

QR CODE) Scan with phone camera: Go to: JJKeller.com/LLPverify **ONLINE** Enter this code: 69366-012024

TWO ways to verify poster compliance!

to workers about Unemployment Insurance Benefits

THE POSTING OF THIS NOTICE IS REQUIRED BY THE ILLINOIS UNEMPLOYMENT INSURANCE ACT. If Your Benefit Year Begins: **Your Base Period Will Be:**

Last year between: Jan. 1 and Sept. 30 and the year

before between Oct. 1 and Dec. 31 Last year between: Jan. 1 and Dec. 31 Last year between: April 1 and Dec. 31 and this year between Jan. 1 and March 31 Last year between:

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

If 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.

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

REPORTING TIPS

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 Employment Security office. To locate the office nearest you, call 1-800-244-5631 or

paid, or not later than the next payday, and shall include the amount of tips received

make estimated tax payments using Internal Revenue Service Form 1040 ES and Illinois Department of Revenue Form IL 1040 ES. For additional information, call these toll-free numbers:

Internal Revenue Service 1-800-829-1040. Illinois Department of Revenue 1-800-732-8866

benefit amount is a percentage of the statewide average weekly wage. The minimum

Department of Labor — IDOL

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.

Victims' 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 the job structure, workplace facility, work requirements, or telephone number, seating assignment, or such violence, with unpaid, job-guaranteed leave; reasonable accommodations; and protections from **DISCRIMINATION AND RETALIATION** VESSA prohibits employers from discriminating, retaliating, or discrimination and retaliation s time may be used if the en Experiencing an incident of domestic violence, sexual violence, gender violence, or any other Recovering from the violence

Temporarily or permanently relocating Taking 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. Attending the funeral or alternative to a funeral if death is caused by crime of violence: Making arrangements necessitated by a death caused by a crime of violence; or Grieving a death caused by a crime of violence. NOTICE AND CERTIFICATION 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

Seeking or receiving medical help, legal assistance (including participation in legal

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

documentation the employee shall provide one of the following

Documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy, or medical or other professional assisting in addressing the A police, court, or military record: A death certificate, published obituary, or written verification of death, burial, or memorial services, or Other corroborating evidence

DURATION OF LEAVE Effective January 1, 2024, employees with employers of any size are entitled to 2

Leave may be taken consecutively, intermittently, or on a reduced work schedule basis

You have the right to be reemployed in your civilian job if you leave that job to

you return to work or apply for reemployment in a timely manner after

you have not been separated from service with a disqualifying discharge or

If you are eligible to be reemployed, you must be restored to the job and benefits you

are obligated to serve in the

any benefit of employment

promotion: or

would have attained if you had not been absent due to military service or, in some

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

notice, an employee must provide notice when an employee is able to do so, within a reasonable

Certification may be provided by a sworn statement of the employee and upon obtaining such other

<u>additional weeks (would be additional leave to what the chart below shows)</u> unpaid leave for reasons relating to certain family or household member's death due to a crime of violence to be completed within 60 days after the date employee received notice of the death of the victim Leave permitted during a 12-month period under the act based on number of employees: Number of employees Leave permitted 1-14 employee 15-49 employees 8 weeks 12 weeks 50 or more employees

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; Requested or took VESSA leave for any reason;

Springfield, Illinois 62701

(217) 782-6206

Fax: (217) 782-0596

12/23 IOCI 24-0295

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 Exercised any other rights under VESSA. **CONFIDENTIALITY** - Employers must maintain the confidentiality of all information pertaining to the use of VESSA leave, notice of an employee's intention to take VESSA leave, and certification provided by

For information on filing a complaint please call: 312-793-6797

or visit the website: labor.illinois.gov/vessa

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

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

labor.illinois.gov • DOL.Questions@lllinois.gov LINCOLN TOWER PLAZA MICHAEL A BILANDIC BUILDING REGIONAL OFFICE BUILDING 524 South 2nd Street, Suite 160 North LaSalle, Suite 2309 WEST MAIN STREET, C-1300

CHICAGO, ILLINOIS 60601-3150

(312) 793-2800

Fax: (312) 793-5257

Marion, Illinois 62959

(618) 993-7090

Fax: (618) 993-7258

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. **HEALTH INSURANCE PROTECTION** 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 months while in the military.

you ensure that your employer receives advance written or verbal notice of your 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 you have five years or less of cumulative service in the uniformed services while reemployed, generally without any waiting periods or exclusions (e.g., preexisting condition exclusions) except for service-connected illnesses or injuries. **ENFORCEMENT** The U.S. Department of Labor, Veterans Employment and Training Service

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

(VETS) is authorized to investigate and resolve complaints of USERRA violations.

https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can

be viewed at https://webapps.dol.gov/elaws/vets/userra. If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to 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 violations of USERRA.

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 of this notice where they customarily

place notices for employees. In 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 USERRA, even if that person has no service

U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel

Employer Support of the Guard and Reserve • 1-800-336-4590

REV. 05/2022



A safe workplace.

in your workplace.

employer.

All workers have the right to: **Employers must:**

related injury or illness, without being retaliated against. Receive information and training on job hazards, including all hazardous substances

your employer or OSHA, or report a work-

Raise a safety or health concern with

 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

See any OSHA citations issued to your

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 rights.

that measure hazards in the workplace, and

This poster is available free from OSHA.

the workplace injury and illness log.

Contact OSHA. We can help.

Job Safety and Health IT'S THE LAW!

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.

Provide employees a workplace free from

recognized hazards. It is illegal to retaliate

 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

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

of an eye.

the alleged violations. On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported

consultation programs in every state.



To update your labor law posters contact J. J. Keller & Associates, Inc. JJKeller.com/laborlaw 800-327-6868 JAN2024 65758F FED-IL-ENG

62800

Since 1953

Copyright 2024 J. J. Keller & Associates, Inc. • Neenah, WI • Printed in the USA This poster is in compliance with federal and state posting requirements.