

Illinois



LABOR LAW POSTINGS

Illinois Labor Law Postings

Thank you for using GovDocs! This file contains the following state postings:

Name of Posting	Posting Code	Posting Requirements	Agency Responsible
Notice to Workers about Unemployment Insurance	LIL01	All employers	Department of Employment Security
Workers' Compensation	LIL02	All employers	Industrial Commission
Your Rights Under Illinois Employment Laws	LIL03	All employers	Department of Labor
Emergency Care for Choking	LIL04	All Food Service establishments (Post in a conspicuous location that is visible to patrons and employees on the premises, but which location need not be in the actual dining areas)	IL Dept of Public Health
Safety and Health	LIL07	All public employers	Public Employee Safety, Dept of Labor
Pay Day Notice	LIL13	All employers	Department of Labor
No Smoking*	LIL17	All public places and places of employment where smoking is prohibited	Department of Health
Employee Classification Act of 2008 (tri-lingual)	LIL19	Construction Contractors who have 1 or more individuals not classified as employees	Department of Labor
Required Posting for Day and Temporary Labor Service	LIL25	Required for Day and Temporary Labor Service Agencies	Department of Labor
Equal Housing Opportunity	LIL26	Recommended for employers engaged in the sale or rental of real property	Department of Human Rights
E-Verify	LIL29	Required for employers who utilize E-Verify	Department of Homeland Security
E-Verify (Spanish)	LIL30	Required for employers who utilize E-Verify	Department of Homeland Security
Right to Work	LIL31	Required for employers who utilized the E-Verify system	Department of Justice
Right to Work (Spanish)	LIL32	Required for employers who utilized the E-Verify system	Department of Justice
Pregnancy Rights	LIL34	Required for all	Department of Human Rights

To Print and Post:

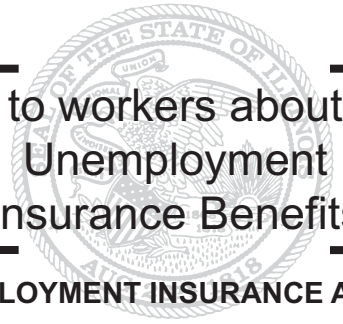
This file is print ready, according to size requirements from the issuing agency. To ensure compliance, print all postings as provided. Postings requiring different paper size and/or color print are noted below as exceptions. Please note: In some cases, individual postings are set up to print on multiple pages.

- 1.) This file is formatted to print each of the postings listed above on 8.5"x11" paper.
*Illinois requires No Smoking posters to be printed in color and posted at all building entrances.
- 2.) For multiple-page postings, we recommend taping the pages together before displaying.
- 3.) Review each posting and its requirements carefully to check for applicability to your business.
- 4.) Postings applicable to your business should be made accessible to all employees (common display locations include an employee lounge, a break room, or a cafeteria).

Illinois Department of Employment Security

NOTICE

to workers about
Unemployment
Insurance Benefits



THE POSTING OF THIS NOTICE IS REQUIRED BY THE ILLINOIS UNEMPLOYMENT INSURANCE ACT.

FILING A CLAIM

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.ides.illinois.gov or at the nearest Illinois Department of Employment Security office to the worker's home. To be eligible for benefits, an unemployed individual must be available for work, able to work and actively seeking work and, in addition, must not be disqualified under any provisions of the Illinois Unemployment Insurance Act.

Each employer shall deliver the pamphlet "What Every Worker Should Know About Unemployment Insurance" to each worker separated from employment for an expected duration of seven or more days. The pamphlet shall be delivered to the worker at the time of separation or, if delivery is impracticable, mailed within five days after the date of the separation to the worker's last known address. Pamphlets shall be supplied by the Illinois Department of Employment Security to each employer without cost.

A claimant may also be entitled to receive, in addition to the weekly benefit amount, an allowance for a non-working spouse or a dependent child or children. The allowance is a percentage of the average weekly wage of the claimant in his or her base period. The weekly benefit amount plus any allowance for a dependent make up the total amount payable.

If, during a calendar week an 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, 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 through our website at www.ides.illinois.gov.

BENEFITS

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:

This year between:

Jan. 1 and March 31

Last year between:

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

This year between:

April 1 and June 30

Last year between:

Jan. 1 and Dec. 31

This year between:

July 1 and Sept. 30

Last year between:

April 1 and Dec. 31 and
this year between
Jan. 1 and March 31

This year between:

Oct. 1 and Dec. 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.

REPORTING TIPS

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

TAXATION OF BENEFITS

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

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.

Stock Number 4427/BEN-57 (rev. 8/12) IISG07-853

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:

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

- 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 reopen their case within 30 months after an award is made if the disability increases, but cases that are resolved by a lump-sum settlement contract approved by the Commission cannot be reopened. Only settlements approved by the Commission are binding.

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

Party handling workers' compensation claims			
Business address			
Business phone			
Effective date		Termination date	
Policy number		Employer's FEIN	



State of Illinois
Department of Labor

Your Rights Under Illinois Employment Laws

Minimum Wage \$8.25 per hour & Overtime

- **Coverage:** Applies to employers with 4 or more employees. Certain workers are not covered by the Minimum Wage Law and some workers may be paid less than the minimum wage under limited conditions. For more information, visit our website.
- **Tipped Employees:** Must be paid at least 60% of the applicable minimum wage. If an employee's tips combined with the wages from the employer do not equal the minimum wage, the employer must make up the difference.
- **Overtime:** Most hourly employees and some salaried employees are covered by the overtime law and must be compensated at time and one-half of their regular pay for hours worked over 40 in a work-week.
Hotline: 1-800-478-3998

Unpaid Wages

Wage Payment and Collection Act

- 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.
Phone: 312-793-2808

Equal Pay for Equal Work

Equal Pay Act

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, a merit system, or factors other than gender.
Hotline: 1-866-EPA-IDOL

Domestic or Sexual Violence Leave

Victims' Economic Security and Safety Act

Provides employees who are victims of domestic or sexual violence, or who have family members who are victims, with up to 12 weeks of unpaid leave during a 12-month period.

Phone: 312-793-6797

Meal and Rest Periods

One Day Rest in Seven Act

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

Child Labor

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.
Hotline: 1-800-645-5784

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:

160 N. LaSalle St, Suite C-1300, Chicago, IL 60601

Chicago 312.793.2800 • Springfield 217.782.6206 • Marion 618.993.7090

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



Printed by the Authority of the State of Illinois. IL452-5/13 2M IOCI 13-580



Emergency Care for **CHOKING**

CONSCIOUS VICTIM

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



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

If victim **CANNOT** breathe,
cough or make sounds,
ask if you can help.



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.



Give 30 compressions pushing
down **AT LEAST 2 inches** on the
center of the chest. Place one hand on
top of the other. Push hard.



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
compressions.

Repeat steps 1, 2 and 3 until victim starts breathing or until emergency medical help arrives.

Illinois Department of Public Health
Emergency Medical Systems and Highway Safety
422 S. 5th St., Third Floor
Springfield, IL 62701 • 217-785-2080

Standards for CPR and ECC are consistent with
American Heart Association recommendations.

IOCI 14-210

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



Job Safety and Health

Required Posting for Public Sector Employers

EMPLOYEES:

- **You** have the right to notify your employer or IDOL about workplace hazards. Your name can remain confidential upon request.
- **You** have the right to request an IDOL inspection if you believe that there are unsafe or unhealthy working conditions in your workplace. You or your representative may participate in that inspection.
- **You** have the right to see IDOL citations issued to your employer.
- **You** must comply with all occupational safety and health standards issued under the Acts that apply to your own actions and conduct on the job.
- **You** can file a complaint with IDOL within 30 days of retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights under the Acts.
- **You** have the right to copies of your medical records and records of your exposures to toxic and harmful substances or conditions.

EMPLOYERS:

- **You** must furnish your employees a place of employment free from recognized hazards.
- **You** must comply with the occupational safety and health standards issued under these Acts.
- **You** must post this notice in your workplace.
- **You** must post any citations issued by IDOL at or near the place of the alleged violation(s).
- **You** must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.

NOTIFICATIONS

Within eight(8) hours after the death of any public sector employee from a work-related incident or the in-patient hospitalization of one (1) or more employees as a result of a work-related incident, you must orally report the fatality/hospitalization by telephone 24/7 Notification – (800) 782-7860

The Illinois Safety Inspection and Education Act [820 ILCS 220] and the Health and Safety Act [820 ILCS 225] provide job safety and health protection for employees of State and local government agencies. The Illinois State Plan is a developmental plan partially-funded by federal OSHA. Any concerns regarding the administration of this program can be forwarded to OSHA Region V.

www.osha.illinois.gov

160 N. LaSalle Street, C-1300
Chicago, IL 60601
(312) 793-7308
(312) 793-2081 fax

900 South Spring Street
Springfield, IL 62704
(217) 782-9386
(217) 785-8776 fax

OSHA Region V
230 S. Dearborn St., Room 3200
Chicago, IL 60601
(312) 353-2220
(312) 353-7774 fax

PAY DAY NOTICE

REGULAR PAY DAYS FOR EMPLOYEES OF _____
(FIRM NAME)

_____ SHALL BE AS FOLLOWS:

PAY CHECKS WILL BE DISTRIBUTED AT _____
(PLACE OF DISTRIBUTION)

THIS IS IN ACCORDANCE WITH 820 ILCS 115.10

BY _____

TITLE _____

PLEASE POST



State of Illinois
Illinois Department of Public Health

NO SMOKING

Indoors or Within 15 Feet of Entrance



To file a complaint:

www.smoke-free.illinois.gov

866-973-4646

TTY 800-547-0466 (hearing impaired use only)



Smoke-Free Illinois Act 95-0017



Department of Labor IDOL

State of Illinois

NOTICE TO INDIVIDUALS PERFORMING SERVICES FOR CONSTRUCTION CONTRACTORS

REQUIRED POSTING – Contractors that have one or more individuals **not** classified as 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 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 industry 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 individual or interested party has the right to file a complaint with the Department of Labor 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.

It 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.

For more information or to file a complaint, contact:

AVISO A PERSONAS QUE TRABAJAN PARA CONTRATISTAS EN EL AREA DE LA CONSTRUCCION

FIJACION OBLIGATORIA – Contratistas que disponen de uno ó más individuos que **no** son catalogados como "empleados" deben de fijar este aviso en un lugar sobresaliente en cada sitio de trabajo y en sus oficinas.

LA LEY DE CODIFICACION PARA EL EMPLEADO (820 ILCS 185/1-999) Fecha Vigente: el 1º de enero del 2008

La Ley de Codificación Para el Empleado decreta normas para determinar si una persona que trabaja para contratistas en el área de la construcción es un "empleado" del contratista ó si es un "contratista independiente." A partir del 1º de enero personas que trabajan para contratistas son presuntamente empleados, al menos que ellos cumplan ciertos criterios establecidos en la Sección 10 de esta ley. La ley intenta asegurar que trabajadores en la industria de la construcción sean protegidos bajo varias leyes de trabajo (incluyendo la del salario mínimo, horas extras, protección laboral y seguro de desempleo) y que no sean clasificados erróneamente como "contratistas independientes" para que el contratista pueda evitar sus obligaciones en relación a impuestos y las leyes de trabajo.

Cualquier persona perjudicada, ó que tenga un interés directo, tiene el derecho de presentar un reclamo con el Departamento de Trabajo, ó puede presentar una demanda privada demandando remedios por infracciones al ser clasificados erróneamente (incluyendo recopilación de salario, beneficios por ser empleado ó cualquier otra compensación que le fue negada ó perdida, así como también pérdidas monetarias y costos de abogado y de la corte). Contratistas a quienes se les haya determinado que han violado la ley son sujetos a sanciones civiles y criminales.

Es una infracción despedir a un trabajador por ejercer sus derechos bajo esta ley (incluyendo el poner un reclamo ó por dar testimonio en una investigación bajo esta ley) y puede ser sujeto a daños adicionales, costos de abogado y de la corte.

Para más información ó para presentar un reclamo, comuníquese al:

**Illinois Department of Labor
900 South Spring Street
Springfield, IL 62701
(217) 782-1710
www.state.il.us/agency/idol**

OBWIESZCZENIE DLA OSÓB WYKONUJĄCYCH PRACĘ NA ZLECENIE DLA FIRM BUDOWLANO-KONTRAKTORSKICH

WYMAGA SIĘ WYWIESIĆ W MIEJSCU PRACY – Właściciele firm budowlanych, zatrudniający osoby oficjalnie **nie** będące pracownikami firmy, muszą wywiesić powyższą informację w miejscu ogólnie dostępnym dla wszystkich pracowników w biurze jak i we wszystkich miejscach pracy po za biurem.

USTAWA DOTYCZĄCA KLASYFIKACJI PRACOWNIKÓW (820 ILCS 185/1-999) Obowiązuje od 1 stycznia, 2008

Ustawa dotycząca klasyfikacji pracowników ustala kryteria czy osoba wykonująca pracę na zlecenie dla firmy budowlano-kontraktorskiej jest pracownikiem firmy zlecającej usługi czy też jest pracownikiem niezależnym. Z dniem 1 stycznia, 2008, osoby wykonujące usługi na zlecenie dla właścicieli firm budowlanych są uznawane za pracowników firm dla których wykonują zlecenie; wyjątek stanowi spełnienie kryteriów zawartych w Paragrafie 10 Kodeksu Pracy. Ustawa ma za zadanie chronić praw, osób zatrudnionych w przemyśle budowlanym, zagwarantowanych przez prawo pracy, włączając prawo do minimalnej stawki, nadgodzin, odszkodowań i ubezpieczeń; oraz przeciwdziałać uchyleńiom od płacenia podatków i przestrzegania zobowiązań dotyczących prawa pracowników.

Każda osoba, której prawa zostały naruszone, oraz osoby postronne mogą złożyć skargę w Departamencie Pracy lub też dochodzić swoich praw drogą sądową, włączając domaganie się zwrotu zaległych płac, ubezpieczenia, które w związku z powyższym zostało pracownikowi odmówione lub odebrane, odszkodowań, oraz zwrotu kosztów sądowych. Właściciele firm budowlanych, którzy nie przestrzegają Ustawy, będą poddani karze.

Jest niezgodnym z Ustawą zwalnianie pracownika, który domaga się swoich praw, złożył zażalenie, lub też jest świadkiem w rozprawie dotyczącej naruszenia Ustawy, i stanowi podmiot do odszkodowania i dodatkowych kosztów sądowych.

Aby złożyć skargę lub uzyskać więcej informacji skontaktuj się z:



ILLINOIS DEPARTMENT OF LABOR REQUIRED POSTING FOR DAY AND TEMPORARY LABOR SERVICE AGENCIES

The Day and Temporary Labor Services Act (820 ILCS 175/1 et seq) provides for the 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, please visit our website at: www.state.il.us/agency/idol.

Registration

Day and temporary labor agencies located in or transacting business in Illinois must register with the Illinois Department of Labor, provide proof of required unemployment insurance contributions and valid workers' compensation insurance and report any lapse in workers' compensation coverage to the Department. Registered agencies are listed on the Department's website at: www.state.il.us/agency/idol/listings/dlagency.htm

Every agency must post in the public access area of each work location or branch office a notice provided by the Department of Labor summarizing the provisions of this Act, along with the toll-free number for reporting violations and complaints. This notice shall be in English or any other language generally understood in the locale of the agency. Agencies must also post in public access areas any other state or federally mandated postings.

Required Notices to Employees

Day and temporary labor service agencies must provide workers with an **employment notice** at the time of dispatch, describing the terms and conditions of their employment, including the nature of work to be performed, the wages to be paid, the name, address and location of where the work will be performed, terms of transportation and whether meals or equipment will be provided and any costs associated with such meals and equipment.

Day and temporary labor service agencies must also provide each worker with a **wage notice** at the time of payment that includes the name address and telephone number of each third party client for whom work was 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 deductions made for meals, equipment, income tax and social security withholdings and any other deductions.

For workers contracted to work a single day, third party clients must provide workers with a **work verification form** at the end of the work day that 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 pay at the agreed upon rate by the day and temporary labor agency. However, if that worker is given work during the same shift at another location, he or she shall be paid for two hours of pay at the agreed upon rate of pay (in addition to the pay for hours worked during that shift).

Wages and Deductions

The wages paid to day laborers must be in compliance with all state and federal laws, including minimum wage and overtime laws and the total amount deducted for meals and equipment may not cause a worker's hourly wage to fall below the state or federal minimum wage. Agencies cannot make deductions from a worker's paycheck unless the worker approves the deductions in writing on a form approved by the Department and agencies may not charge workers for cashing paychecks issued by their agency.

Recordkeeping Requirements

Day and temporary labor service agencies must keep and maintain for a period of three years detailed records relating to every day laborer's work and these records must be open to inspection by the Department of Labor during normal business hours. In addition, records relating to an individual worker and any hours billed to third party clients for his or her labor must be available for review or copying by the worker within 5 days following a written request.

Transportation

Day and temporary labor agencies, third party clients (and their contractors or agents) are prohibited from charging workers for transportation between the agency and the designated worksite. Agencies, third party clients (and their contractors or agents) are responsible for the conduct and performance of persons providing transportation and drivers must have a valid and appropriate motor vehicle license, proof of financial responsibility as well as seats and safety belts for every passenger. Any violations of these requirements discovered by the 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 against workers for exercising their rights, including making a complaint, testifying or 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

Equal Housing Opportunity

**We do business in accordance with
the Illinois Human Rights Act**
(775 ILCS §5/1-101, et seq.)

IT IS ILLEGAL TO DISCRIMINATE against ANY PERSON in REAL ESTATE TRANSACTIONS, (residential and commercial), because of their race, color, religion, sex (including sexual harassment), national origin, ancestry, age (40 and over), marital status, disability, sexual orientation (including gender-related identity), familial status (families with children under 18), military status, unfavorable discharge from military service, and order of protection status.

The law applies to owners, managers, salespersons, brokers, rental agents, or other agents or employees of the owner or the owner's agents. Newspapers and other publications that print discriminatory advertising may also be held responsible for violations under the Act. Houses, apartments, condominiums, mobile home parks, vacant land, offices, stores and other types of residential and commercial property are covered under the law.

It is against the law to:

- Refuse to engage in a real estate transaction (sale or rental) based on a person's protected class
- Alter the terms, conditions or privileges of a real estate transaction in a discriminatory manner
- Discriminate in the furnishing of facilities or connected services
- Refuse to negotiate the sale or rental of a property, misrepresent the availability of a property, or fail to disclose property listings
- Refuse to permit disabled persons to reasonably modify existing premises
- Refuse to make reasonable accommodations or require an extra charge for persons with disabilities who use service or support animals
- Refuse to rent or sell housing to families with children under the age of 18, pregnant or seeking custody or adoption of a child
- Alter mortgage or lending practices by financial institutions

For more information, contact The Illinois Department of Human Rights at:

312-814-6229 • 800-662-3942 • TTY (866) 740-3953
100 West Randolph Street, Suite 10-100, Chicago, IL 60601
222 South College Street, Room 101, Springfield, IL 62704 • (217) 785-5100
2309 West Main Street, Marion, IL 62959
www.illinois.gov/dhr



State of Illinois
Department of Human Rights

ILLINOIS DEPARTMENT OF
Human Rights

This Organization Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.

E-Verify Works for Everyone

For more information on E-Verify, please contact DHS:

888-897-7781

www.dhs.gov/E-Verify

NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.



E-VERIFY IS A SERVICE OF DHS AND SSA

The E-Verify logo and mark are registered trademarks of Department of Homeland Security. Commercial sale of this poster is strictly prohibited.

Esta organización participa en E-Verify



Este empleador proporcionará a la Administración del Seguro Social (SSA, por sus siglas en inglés) y, de ser necesario, al Departamento de Seguridad Nacional (DHS, por sus siglas en inglés) la información incluida en el Formulario I-9 de todo empleado nuevo con el propósito de confirmar su autorización de trabajo.

IMPORTANTE: Si el gobierno no puede confirmar que usted tiene autorización para trabajar, el empleador debe suministrarle las instrucciones por escrito y darle la oportunidad de ponerse en contacto con DHS o SSA antes de sancionarlo de cualquier forma o finalizar la relación laboral.

Los empleadores no pueden utilizar E-Verify para realizar preselecciones de solicitantes y no pueden limitar ni influenciar la selección de los documentos que usted presente para su inclusión en el Formulario I-9.

Para determinar si los documentos incluidos en el Formulario I-9 son válidos, este empleador utiliza la técnica de comparación fotográfica para comparar la fotografía que aparece en las Tarjetas de Residente Permanente, Tarjetas de Autorización de Empleo y pasaportes de los EE. UU. con la fotografía oficial del gobierno de los EE. UU. Asimismo, E-Verify verifica los datos incluidos en licencias de conducir y tarjetas de identificación emitidas por algunos estados.

Si considera que su empleador ha infringido sus responsabilidades en virtud de este programa o lo ha discriminado durante el proceso de verificación de la elegibilidad de empleo por su origen nacional o estatus de ciudadanía, comuníquese con la Oficina del Consejero Especial llamando al 800-255-7688, 800-237-2515 (para personas con impedimentos auditivos) o visitando www.justice.gov/crt/osc.

E-Verify funciona para todos

Para obtener más información sobre E-Verify, comuníquese con DHS al:

888-897-7781

www.dhs.gov/E-Verify

AVISO:

La ley federal exige a todos los empleadores que verifiquen la identidad y la elegibilidad de empleo de todas las personas contratadas en los Estados Unidos.



E-VERIFY IS A SERVICE OF DHS AND SSA

El logotipo y la marca de E-Verify son marcas registradas del Departamento de Seguridad Nacional. Queda estrictamente prohibida la venta comercial de este afiche.

IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



If you have the legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that –

- In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.
- Employers cannot reject documents because they have a future expiration date.

- Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem.
- In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

If any of these things have happened to you, contact the Office of Special Counsel (OSC).

For assistance in your own language:
Phone: 1-800-255-7688 or
(202) 616-5594
For the hearing impaired:
TTY 1-800-237-2515 or
(202) 616-5525

E-mail: oscrt@usdoj.gov

Or write to:
U.S. Department of Justice – CRT
Office of Special Counsel – NYA
950 Pennsylvania Ave., NW
Washington, DC 20530

**U.S. Department of Justice
Civil Rights Division**

**Office of Special Counsel for
Immigration-Related Unfair
Employment Practices**



www.justice.gov/crt/about/osc

SI USTED TIENE DERECHO A TRABAJAR, no deje que nadie se lo quite.



Si usted tiene el derecho a trabajar legalmente en los Estados Unidos, existen leyes que lo protegen contra la discriminación en el trabajo.

Usted debe saber que:

- En la mayoría de los casos, los empleadores no pueden negarle un empleo o despedirlo debido a su país de origen o estatus migratorio, o negarse a aceptar sus documentos válidos y legales.
- Los empleadores no pueden rechazar documentos por que tienen una fecha de vencimiento futura.

- Los empleadores no pueden despedirlo debido a E-Verify, sin darle una oportunidad de resolver el problema.
- En la mayoría de los casos, los empleadores no pueden exigir que usted sea ciudadano estadounidense o residente legal permanente.

Si usted se ha encontrado en alguna de estas situaciones, contacte a la Oficina del Consejero Especial (OSC).

Para ayuda en su propio idioma:

Teléfono: 1-800-255-7688 o
202-616-5594

Para las personas con discapacidad auditiva:

TTY 1-800-237-2515 o
202-616-5525

E-mail: oscrt@usdoj.gov

O escriba a:

U.S. Department of Justice - CRT
Office of Special Counsel- NYA
950 Pennsylvania Avenue, NW
Washington, DC 20530

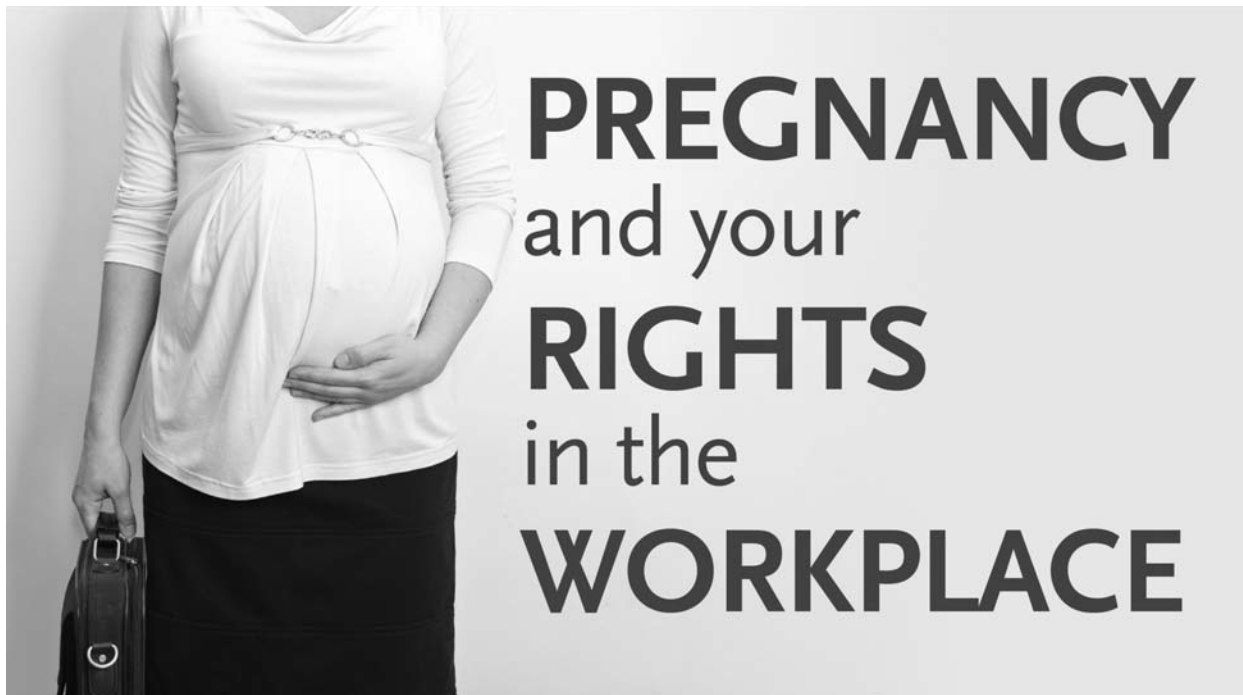
Departamento de Justicia de EE.UU.

División de Derechos Civiles

Oficina del Consejero Especial Para Prácticas Injustas en el Empleo Relacionadas a Inmigración



www.justice.gov/crt/about/osc



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 accommodation offered by your employer for your pregnancy that you do not desire.
- 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 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 department's fact sheet from our website at www.illinois.gov/dhr

Es ilegal que su empleador la despidan, se niegue a contratarla o a proporcionarle una adaptación razonable a causa de su embarazo. Para obtener información sobre el embarazo y sus derechos en el lugar de trabajo en español, visite: www.illinois.gov/dhr

For immediate help or if you have questions regarding your rights.

Call 312-814-6200 or 217-785-5100 or (866) 740-3953 (TTY)

CHICAGO OFFICE
100 W. Randolph Street, 10th Floor
Intake Unit
Chicago, IL 60601
(312) 814-6200

SPRINGFIELD OFFICE
222 South College, Room 101-A
Intake Unit
Springfield, IL 62704
(217) 785-5100

MARION OFFICE
2309 West Main Street, Suite 112
Intake Unit
Marion, IL 62959
(618) 993-7463

The charge process may be initiated by completing the form at:

<http://www.illinois.gov/dhr>



**State of Illinois
Department of Human Rights**

ILLINOIS DEPARTMENT OF
Human Rights

By Authority of the State of Illinois 122014-ENG-PREG

GovDocs
Print Date: 12/14