# EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

Discharge, firing, or lay-off

physical conduct)

Hiring or promotion

observance or practice

• Employees (current and former), including managers and temporary employees Union members and applicants for membership in a union What Organizations are Covered? Most private employers

Know Your Rights: Workplace Discrimination is Illegal

 Educational institutions (as employers) Staffing agencies What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the Pay (unequal wages or compensation)
Failure to provide reasonable accommodation for a ColorReligion

State and local governments (as employers)

 Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity) Age (40 and older)

 Job training Classification Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)

disability; pregnancy, childbirth, or related medical

condition; or a sincerely-held religious belief,

Obtaining or disclosing genetic information

of employees Requesting or disclosing medical information **EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS** The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of

enforces the nondiscrimination and affirmative action commitments of companies 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and doing business with the Federal Government. If you are applying for a job with, or are requires affirmative action to recruit, employ, and advance in employment, disabled an employee of, a company with a Federal contract or subcontract, you are protected veterans, recently separated veterans (i.e., within three years of discharge or release under Federal law from discrimination on the following bases: Race, Color, Religion, from active duty), active duty wartime or campaign badge veterans, or Armed Forces Sex, Sexual Orientation, Gender Identity, National Origin Executive Order 11246, as service medal veterans. Retaliation Retaliation is prohibited against a person who files a amended, prohibits employment discrimination by Federal contractors based on race, complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes color, religion, sex, sexual orientation, gender identity, or national origin, and requires discrimination by Federal contractors under these Federal laws. Any person who believes affirmative action to ensure equality of opportunity in all aspects of employment. a contractor has violated its nondiscrimination or affirmative action obligations under Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, OFCCP's authorities should contact immediately: protects applicants and employees of Federal contractors from discrimination based on The Office of Federal Contract Compliance Programs (OFCCP) inquiring about, disclosing, or discussing their compensation or the compensation of U.S. Department of Labor other applicants or employees. Disability Section 503 of the Rehabilitation Act of 1973, 200 Constitution Avenue, N.W. as amended, protects qualified individuals with disabilities from discrimination in hiring,

promotion, discharge, pay, fringe benefits, job training, classification, referral, and other 1-800-397-6251 (toll-free) aspects of employment by Federal contractors. Disability discrimination includes not If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access making reasonable accommodation to the known physical or mental limitations of an telecommunications relay services. OFCCP may also be contacted by submitting otherwise qualified individual with a disability who is an applicant or employee, barring a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by

disabilities at all levels of employment, including the executive level.

**ILLINOIS MINIMUM WAGE** This is a summary of laws that satisfies Illinois Department of Labor posting requirements. State of Illinois

**LABOR** 

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 compliance assistance to employers, and increasing public awareness of workplace protections. Through 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.

**Paid Leave** 

**REQUIRES PAID LEAVE FOR ANY REASON** 

Workers: earn up to five (5) days of paid leave

takes adverse action when you exercise your

If your employer has an existing policy, certain

categories of workers that are not subject to

**Equal Pay Act** 

Requires employers to pay equal wages to men

and women doing the same or substantially

Employers and employment agencies are

or factors other than gender

compensation histories.

American employees

contact the Department at:

their co-workers and colleagues.

similar work, unless such wage differences are

based upon a seniority system, a merit system,

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 non- African

Certain employees at large businesses may

request wage/salary history for their job title

Hotline: 1-866-372-4365

For more information or to file a complaint,

160 N. LaSalle, St, Suite C-1300, Chicago, IL 60601 (312) 793-2800

524 South 2nd St. Suite 400.

2309 W. Main Street, Suite 115

160 N. LaSalle, St, Suite C-1300,

Marion, IL 62959 (618) 993-7090

For a complete text of the laws, visit

our website: www.labor.illinois.gov

Springfield, IL 62701 (217) 782-6206

rights under the law, penalties may apply.

exceptions may apply. There are certain

Existing Policy and Exclusions

from work a year

Effective Jan. 1 2024 Employees must receive their final compensation, including earned wages \$14.00 PER HOUR vacation pay, commissions and bonuses on heir next regularly scheduled payday. Applies to employers with 4 or more employees. Domestic Unauthorized deductions from paychecks are workers are covered even if the employer only has 1 worker. not allowed except as specified by law. Certain workers are not covered by the Minimum Wage

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

Law and some workers may be paid less than the minimum

wage under limited conditions.

per calendar year.

**Minimum Wage & Overtime** 

SETS MINIMUM WAGE FOR EMPLOYEES

minimum wage, the employer must make up the difference. \$12.00 PER HOUR Applies to youths (under 18) working fewer than 650 hours

Most hourly employees and some salaried employees are covered by the overtime law and must be compensated at time and one-half their regular pay for hours worked over Hotline: 1-800-478-3998

**Child Labor** 

## **WORKERS UNDER AGE 16**

Children under the age of 14 may not work in most jobs, except under limited condition 14 and 15-year-olds may work if the following quirements 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 nterfere 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

Illinois Department of Public Health

ONE DAY REST IN SEVEN ACT

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, and an additional 20 minutes if working a 12 hour shift or longer. Employees must be afforded reasonable bathroom breaks.

Provides employees who are victims of domestic, gender, or sexual violence, or other crimes of violence, or who have family members who are victims with up to 12 weeks of unpaid leave during a 12-month period. Effective 1/1/24: Employees with employers of any size are entitled to 2 additional weeks unpaid leave for reasons relating to a family or nousehold 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. Hotline: 1-312-793-2800

Printed by the Authority of State of Illinois 12/23 IOCI 24-1008

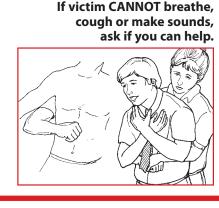
THIS NOTICE MUST BE DISPLAYED IN A CONSPICUOUS PLACE ON THE PREMISES OF THE EMPLOYER WHERE OTHER NOTICES ARE POSTED

# **EMERGENCY CARE FOR CHOKING**

**Emergency Care for CHOKING** 

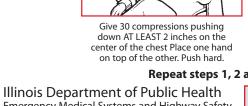
If victim CAN breathe, cough or make sounds, DO NOT INTERFERE.

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



UNCONSCIOUS VICTIM = Send someone to call 911 and get the Automated External Defibrillator (AED)







IOCI 14-210 🕮



the mouth for objects. Remove the obstructing object only if you see it.



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

Have someone call for an ambulance, rescue squad or EMS. DO NOT PRACTICE ON PEOPLE. Abdominal thrusts may cause injury.

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.

# **OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT**



# Job Safety and Health Occupational Safety Ind Health Administration Job Safety and Health IT'S THE LAW!

# All workers have the right to:

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

Contact OSHA. We can help.

## **Employers must:** Provide employees a workplace free from

- recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or Comply with all applicable OSHA
- standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.
- On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHAsupported consultation programs in every state.



**WORKERS' COMPENSATION** 

# **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. F YOU HAVE A WORK-RELATED INJURY OR ILLNESS, YOU SHOULD TAKE THE FOLLOWING STEPS: . GET MEDICAL ASSISTANCE. By law, your employer must pay for all necessary medical services required to cure or relieve the effects of the

injury or illness. Where necessary, the employer must also pay for physical, mental, or vocational rehabilitation, within prescribed limits. The employee may choose two physicians, surgeons, or hospitals. If the employer notifies you that it has an approved Preferred Provider Program or workers' compensation, the PPP counts as one of your two choices of providers. NOTIFY YOUR EMPLOYER. You must notify your employer of the accidental injury or illness within 45 days, either orally or in writing. To avoid possible delays, it is recommended the notice also include your name, address, telephone number, Social Security number, and a brief description of the injury or illness. **LEARN YOUR RIGHTS.** Your employer is required by law to report accidents that result in more than three lost work days to the Workers' Compensation Commission. Once the accident is reported, you should receive a handbook that explains the law, benefits, and procedures. If

you need a handbook, please call the Commission or go to the web site. If you must lose time from work to recover from the injury or illness, you may be entitled to receive weekly payments and necessary medical care until you are able to return to work that is reasonably available to you. It is against the law for an employer to harass, discharge, refuse to rehire or in any way discriminate against an employee for exercising his or her rights under the Workers' Compensation or Occupational Diseases Acts. If you file a fraudulent claim, you may be penalized under 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's Web site or call any office: Chicago: 312/814-6611 Peoria: 309/671-3019 Toll-free: 866/352-3033 Springfield: 217/785-7087

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

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

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

NO SMOKING NOTICE



ICPN 10/11 Printed by the authority of the State of Illinois

# **NO SMOKING** or E-CIGARETTE USE

**Indoors or Within 15 Feet of Entrance** 

To submit a complaint: www.smoke-free.illinois.gov 866-973-4646

Smoke-Free Illinois Act (410 ILCS 82), amended by Public Act 103-0272. TTY 800-547-0466 (hearing impaired use only) Printed by Authority of the State of Illinois P.O.#3524002 30M 12/23 IOCI 24-736

## PAYDAY NOTICE

**Regular Paydays for Employees of** 

(Company Name) Shall be as follows:

Workers may recover the amount they should have been paid

Filing a Complaint

A worker may file a complaint with the Illinois Department of

Labor alleging a violation of this Act by filling out a complaint

**Existing Policy and Exclusions** 

Certain exceptions may apply for employers who already

categories of workers that are not covered by the law.

provide their workers with paid leave. There are also certain

For a complete text of the laws, visit our

website at:

www.labor.illinois.gov

For more information or to file a Complaint,

DOL.PaidLeave@illinois.gov

for the leave, penalties, and other equitable relief.

form at labor.illinois.gov/paidleave.

PAID LEAVE ACT PAID LEAVE FOR ALL WORKERS ACT NOTICE

Employers must provide employees with up to 40 hours of paid leave for any reason. Penalties

# **Paid Leave**

• Workers: Earn up to five (5) days per year of paid leave from work. **Use:** Workers can use paid leave for any reason of their choosing Employers cannot require workers to provide a reason for their time off request. Employers may not require, as a condition of taking leave, that the employee search for a replacement worker. **Accrual:** Workers earn 1 hour of paid leave for every 40 hours

against workers who exercise their rights

Carryover: Workers rollover all unused paid leave at the end of • Retaliation is prohibited: Penalties may apply to employers that take adverse action

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

Were there major changes to...
• Your nonwage income (interest, dividends, capital gains, etc.)?

Your family wage income (you or your spouse started or ended a job)?
Your itemized deductions?

To any of these questions or you owed extra tax when you filed your last return, you may need to file a new form W-4.

Marry or divorce?

Gain or lose a dependent?

If you can answer "YES"..



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 24-1010 WITHHOLDING STATUS YOU MAY NEED TO CHECK YOUR WITHHOLDING

> Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS web site. Employer: Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and

徽 IRS Department of the Treasury Internal Revenue Service www.irs.gov

**Publication 213** (Rev. 8-2009) Cat. No. 11047P

See your employer for a copy of Form W-4 or call the "IRS at 1-800-829-3676.

UNEMPLOYMENT INSURANCE

Illinois Department of Employment Security

### to workers about Unemployment

**Insurance Benefits** THE POSTING OF THIS NOTICE IS REQUIRED BY 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. 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 mphlet 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 aken to their Illinois Department of Employment Security office.

NOTE: Illinois unemployment insurance benefits are paid from a trust fund to which only employers contribute. No deductions may be made from the wages of workers for this purpose. Unemployment insurance information is available from any Illinois Department of Employment Security office. To locate the office nearest you, call 1-800-244-5631 or access the locations though our web site at: www.ides.illinois.gov.

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.

Every claimant who files a new claim for unemployment insurance

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

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

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

**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 benefits must serve an unpaid waiting week for which he has filed and 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 nternal 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 EMPLOYÉES. Printed by the Authority of the State of Illinois Stock Number 4427/BEN-57 (rev. 8/12)

PREGNANCY RIGHTS IN THE WORKPLACE



If so, you have the right to: Your employer cannot: • Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance • Retaliate against you because you requested a reasonable with heavy work, a private space for expressing milk, or time

 Reject an unsolicited accommodation offered by your employer for your pregnancy. Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

**CHICAGO OFFICE** 

555 W Monroe St. Ste. 700

Intake Unit

Chicago, IL 60661

off to recover from your pregnancy.

Discriminate against you because of your pregnancy.

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. Es ilegal que su empleador la despida, se niegue a contratarla o a

proporcionarle una adaptación razonable a causa de su embarazo. Para obtener información sobre el embarazo y sus derechos en el lugar de trabajo en español, visite dhr.illinois.gov For immediate help or if you have questions regarding your rights. Call 312-814-6200 or 217-785-5100 or (866) 740-3953 (TTY) SPRINGFIELD OFFICE

524 S 2nd Steet, 3rd Floor

Springfield, IL 62701

Learn more, contact IDHR, or initiate a charge at: https://dhr.illinois.gov Printed by the Authority of the State of Illinois. IDHR ENG. web. (02/23)

**Human** Rights

### FEDERAL MINIMUM WAGE **EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT**

FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009 labor violation that results in the death or serious injury of any minor employee, OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours worked and such assessments may be doubled when the violations are determined to

CHILD LABOR An employee must be at least 16 years old to work in most non-farm be willful or repeated. The law also prohibits retaliating against or discharging

jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of workers who file a complaint or participate in any proceeding under the FLSA.

IP 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 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 he minimum hourly wage, the employer must make up the difference. IMP 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. imployers must provide a place, other than a bathroom, that is shielded from

repeated violation of the minimum wage or overtime pay provisions of the law.

14 and 15 years old may work outside school hours in var

manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

• Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements. Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply with both Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the différence between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.

1-866-487-9243

# FMLA - FAMILY AND MEDICAL LEAVE ACT

**Your Employee Rights Under the Family and Medical Leave Act** What is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that • Give notice at least 30 days before your need for FMLA leave, or provides eligible employees with **job-protected leave** for qualifying family and medical • If advance notice is not possible, give notice as soon as possible.

reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. 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. Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave. Your **employer** <u>may</u> request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency. To care for your spouse, child or parent with a serious mental or physical health. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits

Certain qualifying reasons related to the foreign deployment of your spouse, child or n eligible employee who is the spouse, child, parent or next of kin of a covered regarding leave for their own serious health conditions. Most federal and certain ervicemember with a serious injury or illness **may** take up to 26 workweeks of FMLA congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress You have the right to use FMLA leave in **one block of time.** When it is medically What does my employer need to do? If you are eligible for FMLA leave, your employer necessary or otherwise permitted, you may take FMLA leave intermittently in separate must: **plocks of time, or on a reduced schedule** by working less hours each day or week. Read · Allow you to take job-protected time off work for a qualifying reason,

Continue your group health plan coverage while you are on leave on the same basis as FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to if you had not taken leave, and Allow you to return to the same job, or a virtually identical job with the same pay use any employer-provided paid leave if your employer's paid leave policy covers the benefits and other working conditions, including shift and location, at the end of your m I eligible to take FMLA leave? You are an eligible employee if all of the following

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 You work for a private employer that had at least 50 employees during at least FMLA-protected leave. Where can I find more information? Call 1-866-487-You work for a public agency, such as a local, state or federal government agency. Most 9243 or visit dol.gov/fmla to learn more. If you believe

your rights under the FMLA have been violated, you

against your employer in court. Scan the QR code to

learn about our WHD complaint process.

**SCAN ME** may file a complaint with WHD or file a private lawsuit WAGE AND HOU

## ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination. For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

# EMPLOYEE POLYGRAPH PROTECTION ACT

**EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT** The Employee Polygraph Protection Act prohibits most private employers from agreement which is more restrictive with respect to lie detector tests.

or discriminating against an employee or prospective employee for refusing to take a to unauthorized persons. test or for exercising other rights under the Act.

The birth, adoption or foster placement of a child with you,

eave in a single 12-month period to care for the servicemembe

You have worked for your employer at least 12 months,

20 workweeks in the current or previous calendar year,

parent who is a military servicemember.

Fact Sheet #28M(c) for more information.

reason for which you need FMLA leave.

You work for a covered employer,

condition, and

your leave, and

Your serious mental or physical health condition that makes you unable to work,

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

ederal employees are covered by Title II of the FMLA, administered by the Office of

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

Airline flight crew employees have different "hours of service" requirements.

ow do I request FMLA leave? Generally, to request FMLA leave you must:

You work for an elementary or public or private secondary school, or

ou work for a **covered employer** if <u>one</u> of the following applies:

Follow your employer's normal policies for requesting leave,

the law does not apply to tests given by the Federal Government to certain private their own court actions. individuals engaged in national security-related activities. The Act permits polygraph

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES (a kind of lie detector) tests to be administered in the private sector, subject to

AND JOB APPLICANTS CAN READILY SEE IT. estrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining

leave that job to perform service in the uniformed service and:

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

proceeding under USERRA, even if that person has no service connection.

If you: • are a past or present member of the uniformed service: • have applied for

than honorable conditions

LLINOIS DEPARTMENT OF

Human Rights

any other crime of violence

using lie detector tests either for pre-employment screening or during the EXAMINEE RIGHTS Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees PROHIBITIONS Employers are generally prohibited from requiring or requesting any have a number of specific rights, including the right to a written notice before testing, employee or job applicant to take a lie detector test, and from discharging, disciplining, the right to refuse or discontinue a test, and the right not to have test results disclosed **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations EXEMPTIONS Federal, State and local governments are not affected by the law. Also, and assess civil penalties against violators. Employees or job applicants may also bring

WAGE AND HOUR DIVISION

UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243

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.

 Even if you don't elect to continue coverage during your military service, you hav the right to be reinstated in your employer's health plan when you are reemployed, you return to work or apply for reemployment in a timely manner after conclusion of generally without any waiting periods or exclusions (e.g., pre-existing condition you have not been separated from service with a disqualifying discharge or under other exclusions) except for service-connected illnesses or injuries. If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, authorized to investigate and resolve complaints of USERRA violations.

nembership in the uniformed service; or • are obligated to serve in the uniformed https://webapps.dol.gov/elaws/vets/userra service; then an employer may not deny you: • initial employment; • reemployment; • · · · If you file a complaint with VETS and VETS is unable to resolve it, you may request that retention in employment; • promotion; or • any benefit of employment, because of this your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. In addition, an employer may not retaliate against anyone assisting in the enforcement •You may also bypass the VETS process and bring a civil action against an employer for of USERRA rights, including testifying or making a statement in connection with a violations of USERRA.

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 Employer Support of The Galact And Reserve 1-800-336-4590 Office of Special Counsel

# ISERRA - ILLINOIS SERVICEMEMBER EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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 our Nation or State.

All members of the Armed Forces of the United States whether active duty or reserve, including the National Guard when performing State duty. All members of Military Auxiliary Radio System, United States Coast Guard Reserve, Civil Air Patrol, and the Merchant Marines when performing official duties in support of an emergency. Members who are released from military duty with follow-on care by the Department of Defense.

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? Both service members and employers can find more information on the Attorney General's ISERRA Advocate webpage at https://illinoisattorneygeneral.gov/rights-of-the-people/military-and-veterans-rights/ or call the Military & Veterans Rights Helpline at 1-800-382-3000

is codified as Public Act 100-1101 and can be found at www.ilga.gov/legislation/publicacts/100/PDF/100-1101.pdf Printed by authority of the State of Illinois. 06/23 This material is available in alternate format upon request.

> DISCRIMINATION AND SEXUAL HARASSMENT 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, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and discharge. **REASONABLE ACCOMMODATIONS** You also have the right to reasonable accommodations based on pregnancy and disability. This means

in an investigation, or helped others exercise their right to complain about discrimination. REPORT DISCRIMINATION o report discrimination, you may:

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, Chicago, IL 60661 524 S. 2nd St., Suite 300, Springfield, IL 62701 (312) 814-6200 (866) 740-3953(TTY) (312) 814-6251 (Fax)

Website: dhr.illinois.gov | Email: IDHR.Intake@illinois.gov

Department of Labor DOL

State of Illinois  $\star$   $\star$   $\star$   $\star$ 

**Victims' Economic Security and Safety Act (VESSA)** REQUIRED POSTING FOR EMPLOYERS

**VESSA** provides employees who are victims of domestic violence, sexual violence, Leave per gender violence, or any other crime of violence, and employees who have a family or household member who is a victim of such violence, with unpaid, job-quaranteed leave: reasonable accommodations: and protections from discrimination and retaliation. This time may be used if the employee or the employee's family or household member is: 15-49 employees experiencing an incident of domestic violence, sexual violence, gender violence, or 50 or more employees

recovering from the violence. seeking or receiving medical help, legal assistance (including participation in legal proceedings), counseling, safety planning, or other assistance; 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. nours prior notice, unless providing advance notice is not practicable. If an employee is e provided by a sworn statement of the employee and upon obtaining such other ocumentation 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 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 additional weeks (would be additional leave to what the chart below shows) unpaid leave for reasons relating to certain family or household

Lincoln Tower Plaza

524 South 2nd Street, Suite 400

(217) 782-6206

date employee received notice of the death of the victim.

of MSDS for toxic substances in your work area.

Chicago, IL 60601 Tel: (312) 793-7308 | Fax: (312) 793-2081

the following:

unfavorably if the individual involved:

domestic, sexual, or gender violence, or any other crime of violence; Requested or took VESSA leave for any reason •The workplace is disrupted or threatened by the action of a person whom the

gender violence, or any other crime of violence, against the individual or the ndividual's family or household member; or Exercised any other rights under VESSA. CONFIDENTIALITY - Employers must maintain the confidentiality of all information

**RIGHT TO KNOW** 

at the start of employment or transfer, and annually thereafter. You should be

chemical or product name and a hazard warning. State of Illinois Building 160 N. LaSalle, Ste. C-1300

2309 West Main Street Marion, IL 62959 Tel: (618) 993-7090 Fax: (618) 993-7258

MATERIAL SAFETY DATA SHEETS MSDS describe the characteristics, safe taught the hazards of exposure to the substances, how to work safely with

handling, and hazards of toxic substances. MSDS should be readily available in them, and how to read the MSDS and labels. The law protects your right to

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

Michael A Bilandic Building

160 North LaSalle, Suite C-1300

Chicago, Illinois 60601-3150

(312) 793-2800

**Department of Labor** 900 South Spring Street Springfield, IL 62704 Tel: (217) 782-9386 | Fax: (217) 782-0596

# DAY AND TEMPORARY LABOR SERVICE AGENCIES

State of Illinois TEMPORARY WORKER RIGHTS **CORRECT WAGES AND PAYMENT NOTICE** You have the right to be paid correctly based on your pay rate and hours worked

On or before your first day working at a client company each year, the Day and Temporary Labor Services Agency must give you general safety training for the client company's worksite. The training will cover all known and existing hazards, including hazards reported to the client company or the Day and Temporary Labor Services Agency by a worker. Training will be provided at no cost to you, and you

against by your Day and Temporary Labor Services Agency.

transportation to a worksite or refers you to a particular person, company, or carpool that provides transportation to a worksite, you cannot be charged for that transportation. COMPLAINTS

REEMPLOYMENT RIGHTS You have the right to be reemployed in your civilian job if you HEALTH INSURANCE PROTECTION • If you leave your job to perform military service, you have the right to elect to continue • you ensure that your employer receives advance written or verbal notice of your service; your existing employer-based health plan coverage for you and your dependents for up you have five years or less of cumulative service in the uniformed services while with to 24 months while in the military.

> •The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is • For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at

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:

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.

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

to ask guestions or request training. This notice is available for download on the Attorney General's website by going to https://illinoisattorneygeneral.gov/rights-of-the-people/military-andveterans-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 requirement may be met by the posting of this notice where employers customarily place notices for employees. ISERRA

you can ask for reasonable changes to your job if needed because you are pregnant or disabled. **RETALIATION** It is also unlawful for employers to treat people differently because they have reported discrimination, participated

Contact your employer's human resources or personnel department. Contact the Illinois Department of Human Rights (IDHR) to file a charge.

(217) 785-5100 (866) 740-3953 (TTY) (217) 785-5106 (Fax)

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 Printed by the Authority of the State of Illinois version IDHR 9/2022 **VESSA - VICTIMS' ECONOMIC SECURITY AND SAFETY ACT** 

> itted during a 12-month period under the act based on number of employees Number of employees Leave permitted

For information on filing a complaint please call: 312-793-6797 or visit labor.illinois.gov/laws-rules/conmed/vessa **ACCOMMODATIONS** - VESSA provides that employees are entitled to reasonable accommodations to address the needs of the victim(s). Accommodations include. but are not limited to, an adjustment to the job structure, workplace facility, work requirements, or telephone number, seating assignment, or physical security of the

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

12 weeks

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 • Requested an accommodation, regardless of whether the accommodation was

member's death due to a crime of violence to be completed within 60 days after the pertaining to the use of VESSA leave, notice of an employee's intention to take VESSA leave, and certification provided by the employee

Regional Office Building

2309 West Main Street, Suite 115

(618) 993-7090

the work area. You, your representative, or your physician may request copies LABELING Toxic substances in your work area should be labeled with the

and in accordance with all applicable wage laws. The Day and Temporary Labor Services Agency must provide you with a detailed statement with the name and contact information for each third-party client where you worked, number of hours worked at each client company's work site each day, your rate of pay for each hour worked, total pay period earnings, and all deductions.

must be paid for time spent in training. RIGHT TO REFUSE ASSIGNMENT DUE TO A LABOR DISPUTE You have the right to refuse assignment to the client company's worksite or location

f your Day and Temporary Labor Services Agency or client company provides

detailed statement with the following: • contact information about each client company where the laborer worked number of hours worked at each client company's worksite each day rate of pay for each hour worked total pay period earnings all deductions

Day and Temporary Labor Services Agencies must register with the Illinois

1-14 employees 4 weeks 8 weeks

**DISCRIMINATION AND RETALIATION** - VESSA prohibits employers from discriminating, retaliating, or otherwise treating an employee or job applicant

individual states has committed or threatened to commit domestic, sexual, or



obtain the above information. You may not be disciplined or discharged for exercising your rights under this law. If your employer has not complied with Right-to-Know, or if you have a question, you may call: (217) 782-9386 (Downstate) or (312) 793-1964 (Chicago area)

Each Day and Temporary Labor Services Agency shall post this notice in an area easily accessible to all workers at each work location or branch office. WAGE PAYMENT AND NOTICE TO THE WORKER A Day and Temporary Labor Services Agency shall provide, on a paycheck stub, a

DAY AND TEMPORARY LABOR AGENCIES' RESPONSIBILITIES

The Day and Temporary Labor Services Agency shall also provide each worker an annual earnings summary within a reasonable time after the preceding calendar year. Temporary workers have the right to request that their Day and Temporary

Department of Labor. Registration information is available online at

performed work for 60 days at a thirdparty client.

Printed by the Authority of State of Illinois 08/23 IOCI 24-0295

DAY AND TEMPORARY LABOR SERVICES ACT

Labor Services Agency issue weekly, bi-weekly, or semimonthly checks. TRANSPORTATION where there is a strike, lockout, or other labor trouble without being retaliated Day and Temporary Labor Services Agencies are responsible for the conduct of drivers providing transportation for workers unless an exception applies in the Act.

> labor.illinois.gov/idtlsa Conversion or Placement fees cannot be charged by an agency after a laborer has

Certain full-time students, student learners, apprentices, and workers with view and free from intrusion from coworkers and the public, which may be used To file a complaint or report a violation with the Department disabilities may be paid less than the minimum wage under special certificates by the employee to express breast milk. NFORCEMENT The Department has authority to recover back wages and an issued by the Department of Labor. of Labor, visit labor.illinois.gov or call toll-free at equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal 1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov WAGE AND HOUR DIVISION DEPARTMENT OF LABOR 1-877-314-7052 prosecution. Employers may be assessed civil money penalties for each willful or

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 or in applying for a job, the EEOC may be able to help. Retaliation for filing a charge, reasonably opposing Conduct that might reasonably discourage someone discrimination, or participating in a discrimination from opposing discrimination, filing a charge, or lawsuit, investigation, or proceeding participating in an investigation or proceeding Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including What Employment Practices can be Challenged as ory? All aspects of employment, including:

accommodation) or pregnancy accommodation
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 following ways **Submit** an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx Call 1–800–669–4000 (toll free)

Visit an EEOC field office (information at www.eeoc.gov/field-office) **E-Mail** *info@eeoc.gov* Additional information about the EEOC,

1–800–669–6820 (TTY) 1–844–234–5122 (ASL video phone) 1–844–234–5122 (ASL video phone) including information about filing a charge of discrimination, is available at www.eeoc.gov.

undue hardship to the employer. Section 503 also requires that Federal contractors take calling an OFCCP regional or district office, listed in most telephone directories affirmative action to employ and advance in employment qualified individuals with under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at <a href="https://www.dol.gov/agencies/ofccp/contact">https://www.dol.gov/agencies/ofccp/contact</a>.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil which receive Federal financial assistance. Individuals with Disabilities Section 504 of Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the prohibits discrimination on the basis of race, color or national origin in programs or basis of disability in any program or activity which receives Federal financial assistance. activities receiving Federal financial assistance. Employment discrimination is covered by Discrimination is prohibited in all aspects of employment against persons with disabilities Title VI if the primary objective of the financial assistance is provision of employment, who, with or without reasonable accommodation, can perform the essential functions of or where employment discrimination causes or may cause discrimination in providing the job. If you believe you have been discriminated against in a program of any institution

services under such programs. Title IX of the Education Amendments of 1972 prohibits which receives Federal financial assistance, you should immediately contact the Federal employment discrimination on the basis of sex in educational programs or activities agency providing such assistance.

Your Rights Under Illinois Employment Laws

**Use:** workers can use paid leave for any reason of their choosing. Employers may not require workers to provide a basis for their time off Employers must reimburse employees for all Accrual: Workers earn 1 hour of paid leave for necessary expenditures or losses incurred by an every 40 hours they work. employee during the scope of employment and Carryover: Workers rollover all unused elated to services performed for the employer Emplovee must submit reimbursement request **Retaliation is prohibited:** If your employer

Hotline: 1-312-793-2808 **Meal & Rest Periods** 

**Unpaid Wages** 

WAGE PAYMENT AND COLLECTION ACT

rovides employees with 24 consecutive nours of rest within every seven (7) onsecutive day period.

Employers may obtain permits from the

within 30 calendar days unless an employe

policy allows for additional time to submit.

Hotline: 1-312-793-2804 **Violent Crime Victims' Leave** 

CONSCIOUS VICTIM =





 Raise a safety or health concern with your employer or OSHA, or report a work-

the right to have a representative contact Participate (or have your representative

employer. Reguest copies of your medical records,

This poster is available free from OSHA.

