



ILLINOIS

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		St. Louis, Missouri 63110	Highland, Illinois 62249	Las Vegas, Nevada 89147	Norman, Oklahoma 73069
		P: (314) 231-3700 F: (314) 231-4682	P: (618) 654-8611 F: (618) 654-4999	P: (702) 228-9551 F: (702) 228-5852	P: (405) 470-4959 F: (405) 701-5977



Department of Labor IDOL

State of Illinois

Your Rights Under Illinois Employment Laws

\$7.75 PER HOUR
Beginning July 1, 2008

ILLINOIS MINIMUM WAGE

\$8.00 PER HOUR
Beginning July 1, 2009

\$8.25 PER HOUR
Beginning July 1, 2010

Minimum Wage & 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 workweek.
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.state.il.us/agency/idol

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.



Department of Labor 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

PLUACION 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 1° 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 1° de enero personas que trabajan para contratistas son presuntamente empleadas, 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 WYWIĘSIĆ W MIEJSCU PRACY – Właściciele firm budowlanych, zatrudniający osoby oficjalnie nie będące pracownikami firmy, muszą wywieścić powyższą informację w miejscu ogólnie dostępnym dla wszystkich pracowników w biurze jak i we wszystkich miejscach pracy po za biurom.

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 przemysle budowlanym, zagrożonych przez prawo pracy, włączając prawo do minimalnej stawki, nadgodzin, odliczowań i ubezpieczeń; oraz przeciwdziałać uchyleniom 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 zajętych pieniędzy, ubezpieczenia, które w związku z powyższym zostało pracownikowi odmówione lub odebrane, odliczowań, oraz zwrotu kosztów sądowych. Właściciele firm budowlanych, którzy nie przestrzegają Ustawy, będą poddani karze.

Jest niegodnym z Ustawą zwłaznienie pracownika, który domaga się swoich praw, złoży zeznanie, lub też jest świadkiem w rozprawie dotyczącej naruszenia Ustawy, i stanowi podmiot do odliczowania i dodatkowych kosztów sądowych.

Aby złożyć skargę lub uzyskać więcej informacji skontaktuj się z:



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 this Act.
- 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 Occupational Safety & Health Act [820 ILCS 219] provides 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



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:

Last year between:

Jan. 1 and March 31

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

This year between:

Last year between:

April 1 and June 30

Jan. 1 and Dec. 31

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

This year between:

Last year between:

Oct. 1 and Dec. 31

July 1 and Dec. 31 and
this year between
Jan. 1 and June 30

In order to be monetarily eligible, a claimant must be paid a minimum of \$1,600 during the base period with at least \$440 of that amount being paid outside the highest calendar quarter.

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.

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's Web site or call any office:

Toll-free: 866/352-3033 Chicago: 312/814-6611 Peoria: 309/671-3019 Springfield: 217/785-7087
 Web site: www.iwcc.il.gov Collinsville: 618/346-3450 Rockford: 815/987-7292 TDD (Deaf): 312/814-2959

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

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



PREGNANCY and your RIGHTS in the WORKPLACE

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

If so, you have the right to:

- Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from your pregnancy.
- Reject an 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 Illinois Department of Human Rights fact sheet from our website at www.illinois.gov/dhr

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

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

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



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.



1 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.



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



3 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
5. 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.



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

