EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

condition; or a sincerely-held religious belief,

observance or practice

 Educational institutions (as employers) Harassment (including unwelcome verbal or Staffing agencies What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate Hiring or promotion against you, regardless of your immigration status, on the Pay (unequal wages or compensation) • Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical Race

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

Genetic information (including employer requests for,

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

 Classification Referral Obtaining or disclosing genetic information or purchase, use, or disclosure of genetic tests, genetic · Requesting or disclosing medical information services, or family medical history)

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 nforces 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 from active duty), active duty wartime or campaign badge veterans, or Armed Forces 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 órientation, 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, protects applicants and employees of Federal contractors from discrimination based on The Office of Federal Contract Compliance Proinquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. **Disability** Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not 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 otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with

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 employment discrimination on the basis of sex in educational programs or activities agency providing such assistance.

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

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, 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

State of Illinois
Illinois Denartment of Is Illinois Department of 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.

compensation, including earned wages,

not allowed except as specified by law.

their next regularly scheduled payday. Unauthorized deductions from paychecks are

Employers must reimburse employees for all necessary expenditures or losses incurred by ar

mployee during the scope of employment and

related to services performed for the employer.

Minimum Wage & Overtime SETS MINIMUM WAGE FOR EMPLOYEES Effective Jan. 1 2025

\$15.00 PER HOUR

Applies to employers with 4 or more employees. Domestic

Certain workers are not covered by the Minimum Wage

workers are covered even if the employer only has 1 worker.

Law and some workers may be paid less than the minimum

Applies to tipped employees. If an employee's tips combined

minimum wage, the employer must make up the difference. \$13.00 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

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 ful 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 18 hours per week when school is in session or 40 hours per week when school is not in session.

Work is performed only between the hours of 7 a.m. through September); and

fifth hour of work.

of the victim. Hotline: 1-312-793-2800 Hotline: 1-800-645-5784 THIS NOTICE MUST BE DISPLAYED IN A CONSPICUOUS PLACE ON THE PREMISES OF THE EMPLOYER WHERE OTHER NOTICES ARE POSTED.

160 N. LaSalle, St. Suite C-1300. Chicago, IL 60601 (312) 793-2800 2309 W. Main Street, Suite 115 Marion, IL 62959 (618) 993-7090 For a complete text of the laws, visit ır website: www.labor.illinois.gov

Printed by the Authority of State of Illinois 12/24 IOCI 25-1166 **VETERANS BENEFITS AND SERVICES**

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, 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 for workers'

WORKERS' COMPENSATION

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 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. 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: 312/814-6500 Toll-free: 866/352-3033 Peoria: 312/814-6500

Collinsville: 618/346-3450 Rockford: 815/987-7292 Web site: www.iwcc.il.gov

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**

ICPN 1/2025 Printed by the authority of the State of Illinois

Policy number

State of Illinois

PAYDAY NOTICE

Regular Paydays for Employees of

(Company Name) Shall be as follows:

Employer's FEIN

PAID LEAVE

PAID LEAVE FOR ALL WORKERS ACT NOTICE

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

Workers: Earn up to 40 hours of paid leave from work per year. • Use: Workers can use paid leave for any reason of their choosing. Employers may not require workers to provide a reason for their paid leave request or require a worker to find a replacement worker.

Accrual: Workers earn 1 hour of paid leave for every 40 hours

Paid Leave

they work. Employers may also provide workers with all paid leave hours at the start of the 12-month period (frontloading). **Carryover:** Workers rollover all unused accrued paid leave at the end of the year. Any unused frontloaded leave does not have to be Retaliation is prohibited: Penalties may

apply to employers that take adverse action against workers who exercise their rights under this law



Existing Policy and Exclusions Certain exceptions may apply for employers who already

provide their workers with paid leave. There are also certain

When an employer with 15 or more employees chooses to publish

a specific job posting externally, such as on a job board or website,

Please note that this requirement only applies for jobs to be

to an Illinois supervisor, office, or work site

To file a complaint, visit labor.illinois.gov/pay

then the employer must also inform all current employees of the job

performed at least in part in Illinois, or outside Illinois but reporting

Complaints

A person may file a complaint about pay transparency or promotional

Retaliation

An employer or an employment agency shall not refuse to interview,

hire, promote, or employ, and shall not otherwise retaliate against, an

applicant for employment or an employee for exercising any rights

opportunity in job postings within one year of the violation.

categories of workers that are not covered by the law.

Penalties

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

for the leave, penalties, and other equitable relief.

form at labor.illinois.gov/paidleave.

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:

DOL.PaidLeave@illinois.gov 312-793-2600

Springfield: 217/785-7087

TDD (Deaf): 866/383-4370

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 PAY TRANSPARENCY

State of Illinois
Illinois Department of La Pay Transparency Updates to the Illinois Equal Pay Act of 2003 **Employers with Pay Transparency Requirements Opportunity for Promotion**

Any employer with 15 or more employees who, after January 1, 2025, publishes a job posting for a specific employment opportunity is required to include pay and benefits information in the job posting **IF** the work is to be

 Physically in Illinois, at least in part OR • Outside Illinois, but reporting to an Illinois supervisor, office, or work site. **Required Information**

Wage or salary (or a defined pay range) and general description of benefits for the position advertised. • Employers may include a hyperlink to a publicly viewable web page that includes pay and benefits, so long as it gives pay and benefits for the specific position.

performed:



Illinois Department of Employment Security

Email: DOL.EqualPay@illinois.gov

Website: Labor.Illinois.gov/pay

Phone: (312) 793-6797

Penalties An employer may have to pay penalties if, after investigation, the Department finds that they have violated these requirements. Printed by the Authority of State of Illinois 11/24 IOCI 25-0964

UNEMPLOYMENT INSURANCE

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 **Protections for Survivors of Sexual Violence in the Military** eligible unemployed workers and for the collection of employer contributions from To learn more about established protections, refer to: PA 102-0890 (ilga.gov) 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 Veterans Crisis Line

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 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 he 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

deliver the pamphlet "What Every Worker Should Know About Unemployment"

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

nust 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.

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

In order to be monetarily eligible, a claimant must be paid a minimum of \$1,600 during the base period with at least \$440 of that amount being paid outside the highest calendar quarter. If you have been awarded temporary total disability benefits under a workers' compensation act or other similar acts, or if you only have worked within the last few months, your base period may be determined differently. Contact your local IDES office for more information.

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

Unemployment insurance benefits are taxable if you are required to file a state or federal income tax return. You may choose to have federal and/or Illinois state income tax withheld from 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

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

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)

This poster fulfills all posting requirements for the Illinois Department of Employment Security.

PREGNANCY RIGHTS IN THE WORKPLACE



If so, you have the right to:

PREGNANCY and your **RIGHTS in the WORKPLACE**

• Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from your pregnancy. Reject an unsolicited accommodation offered by your employer for

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

Chicago, IL 60661

It is illegal for your employer to fire you, refuse to hire you or to refuse to provide you with a reasonable accommodation because of your pregnancy. For more information regarding your rights, download the Illinois Department of Human Rights' fact sheet from our website at dhr.illinois.gov Es ilegal que su empleador la despida, se niegue a contratarla o a

• Discriminate against you because of your pregnancy.

• Retaliate against you because you requested a reasonable

Your employer cannot:

español, visite dhr.illinois.gov

accommodation

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** ILLINOIS DEPARTMENT OF 555 W Monroe St, Ste. 700 Intake Unit **Human** Rights

SPRINGFIELD OFFICE 524 S 2nd Steet, 3rd Floor Intake Unit Springfield, IL 62701

proporcionarle una adaptación razonable a causa de su embarazo. Para

obtener información sobre el embarazo y sus derechos en el lugar de trabajo en

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)

FEDERAL MINIMUM WAGE

work requirements.

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily may also be assessed for violations of the FLSA's child labor provisions. Heightened CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs

Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply 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 a tip credit Northern Mariana Islands, and the Commonwealth of Puerto Rico against their minimum wage obligation. If an employee's tips combined with the • Some state laws provide greater employee protections; employers must comply with mployer's cash wage of at least \$2.13 per hour do not equal the minimum hourly JMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from Certain full-time students, student learners, apprentices, and workers with disabilities intrusion from coworkers and the public, which may be used by the employee to may be paid less than the minimum wage under special certificates issued by the

and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor.

civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION • Certain occupations and establishments are exempt from the minimum wage, and or overtime pay provisions. Certain narrow exemptions also apply to the pump at

· Special provisions apply to workers in American Samoa, the Commonwealth of the • Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage



UNITED STATES DEPARTMENT OF LABOR 1-866-487-9243 www.dol.gov/agencies/whd

WH₹

FMLA - FAMILY AND MEDICAL LEAVE ACT

Your Employee Rights Under the Family and Medical Leave Act

Vhat is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that • If advance notice is not possible, give notice as soon as possible. provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period

The birth, adoption or foster placement of a child with you, Your serious mental or physical health condition that makes you unable to work, To care for your spouse, child or parent with a serious mental or physical health any state or local law or collective bargaining agreement that provides greater family or 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 regarding leave for their own serious health conditions. Most federal and certain parent who is a military servicemember. eligible employee who is the spouse, child, parent or next of kin of a covered ongressional employees are also covered by the law but are subject to the jurisdiction ervicemember with a serious injury or illness may take up to 26 workweeks of FMLA of the U.S. Office of Personnel Management or Congress eave in a single 12-month period to care for the servicemembe ou have the right to use FMLA leave in one block of time. When it is medically

necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave. Am I eligible to take FMLA leave? You are an eligible employee if all of the following You work for a covered employer

You have worked for your employer at least 12 months,

test or for exercising other rights under the Act.

than honorable conditions.

are obligated to serve in the uniformed service;

then an employer may not deny you:

Employer Support Of The Guard And Reserve 1-800-336-4590

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

a comparable job.

initial employment;

pecause of this status.

retention in employment;

any benefit of employment

Gain or lose a dependent?

Your itemized deductions?

If you can answer "YES"...

Change your name?

reemployment;

promotion; or

You have at least 1,250 hours of service for your employer during the 12 months before FMLA, your **employer** <u>must</u> **confirm whether you are eligible** or not eligible for FMLA vour leave, and leave. If your employer determines that you are eligible, your employer must notify you Your employer has at least 50 employees within 75 miles of your work location. Airline flight crew employees have different "hours of service" requirements. You work for a **covered employer** if **one** of the following applies: You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year, You work for an elementary or public or private secondary school, or You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management. Scan the QR code to learn about our WHD complaint

ow do I request FMLA leave? Generally, to request FMLA leave you must: Follow your employer's normal policies for requesting leave sive notice at least 30 days before your need for FMLA leave, or

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

reempt any provision of any State or local law or any collective bargaining agreement

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

military service or certain types of service in the National Disaster Medical System, USERRA also prohibits employers from

U.S. Department of Justice

discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave Your **employer** may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency. The FMLA does not affect any federal or state law prohibiting discrimination or supersede

What does my employer need to do? If you are eligible for FMLA leave, your employer Allow you to take job-protected time off work for a qualifying reason, Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your 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

About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-protected Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court.



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 which is more restrictive with respect to lie detector tests. using lie detector tests either for pre-employment screening or during the course

EXAMINEE RIGHTS Where polygraph tests are permitted, they are subject to numerous

strict standards concerning the conduct and length of the test. Examinees have a PROHIBITIONS Employers are generally prohibited from requiring or requesting any number of specific rights, including the right to a written notice before testing, the right employee or job applicant to take a lie detector test, and from discharging, disciplining, to refuse or discontinue a test, and the right not to have test results disclosed to or discriminating against an employee or prospective employee for refusing to take a unauthorized persons. **ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations and

EXEMPTIONS Federal, State and local governments are not affected by the law. Also, the assess civil penalties against violators. Employees or job applicants may also bring their law does not apply to tests given by the Federal Government to certain private own court actions. individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions,

JOB APPLICANTS CAN READILY SEE IT. to certain prospective employees of security service firms (armored car, alarm, and



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

REEMPLOYMENT RIGHTS You have the right to be reemployed in your civilian job if you In addition, an employer may not retaliate against anyone assisting in the enforcement of leave that job to perform service in the uniformed service and: USERRA rights, including testifying or making a statement in connection with a proceeding • you ensure that your employer receives advance written or verbal notice of your service; under USERRA, even if that person has no service connection. ou have five years or less of cumulative service in the uniformed services while with HEALTH INSURANCE PROTECTION • If you leave your job to perform military service, you have the right to elect to continue

you have not been separated from service with a disqualifying discharge or under other • Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition f 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, exclusions) except for service-connected illnesses or injuries. RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION If you: •The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is are a past or present member of the uniformed service; authorized to investigate and resolve complaints of USERRA violations. • For assistance in filing a complaint, or for any other information on USERRA, contact have applied for membership in the uniformed service; or

to 24 months while in the military.

interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation • You may also bypass the VETS process and bring a civil action against an employer for

your existing employer-based health plan coverage for you and your dependents for up

VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

> Office of Special Counsel WITHHOLDING STATUS

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

Now is the time to check your withholding. For more details, get Publication 919, How

(Rev. 8-2009)

Cat. No. 11047P

Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/

individuals on the IRS web site Were there major changes to...
• Your nonwage income (interest, dividends, capital gains, etc.)? **Employer:** Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject. Your family wage income (you or your spouse started or ended a job)?

To any of these questions or you owed extra tax when you filed your last return, you ISERRA - ILLINOIS SERVICEMEMBER EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

YOUR RIGHTS UNDER THE ILLINOIS SERVICE MEMBER

YOU MAY NEED TO CHECK YOUR WITHHOLDING

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. In order to protect the common public interest in military service, it is the role of the Illinois Attorney General to promote awareness and ensure compliance with ISERRA by providing information, training, advocacy, and enforcement.

All members of the Armed Forces of the United States whether active duty or reserve, including the National Guard when 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 Members who are released from military duty with follow-on care by the Department of Defense. WHAT ARE THE RIGHTS, BENEFITS AND OBLIGATIONS UNDER ISERRA? ISERRA provides the same protections as USERRA (i.e., reemployment, benefits and discrimination) but expands protections to persons identified above and incorporates existing benefits to service members who are public employees. Because

ISERRA represents the minimum employer requirements, employers maintain the right to provide greater benefits at their discretion. WHO ENFORCES ISERRA? The ISERRA Advocate is an Assistant Attorney General appointed by the Illinois Attorney General to provide both advocacy and 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 This notice is available for download on the Attorney General's website by going to https://illinoisattorneygeneral.gov/rights-of-the-people/military-and-

veterans-rights/. Employers are required to provide employees entitled to rights and benefits under ISERRA a notice of the rights, benefits, and obligations of service member employees. This requirement may be met by the posting of this notice where employers customarily place notices for employees. ISERRA $is codified as Public Act 100-1101 \ and \ can be found at www.ilga.gov/legislation/publicacts/100/PDF/100-1101.pdf$

Printed by authority of the State of Illinois. 06/23 This material is available in alternate format upon request

DISCRIMINATION AND SEXUAL HARASSMENT ILLINOIS DEPARTMENT OF YOU HAVE THE RIGHT TO BE FREE FROM

Human Rights 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 class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and discharge.

that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected **REASONABLE ACCOMMODATIONS** You also have the right to reasonable accommodations based on pregnancy and disability. This means you can ask for reasonable changes to your job if needed because you are pregnant or disabled. **RETALIATION** It is also unlawful for employers to treat people differently because they have reported discrimination, participated in an investigation, or helped others exercise their right to complain about discrimination.

REPORT DISCRIMINATION To report discrimination, you may:

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

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

Website: dhr.illinois.gov | Email: IDHR.Intake@illinois.gov Employers shall make this poster available and display it where employees can readily see it. This notice is available for download at: www.illinois.gov/dhr

VESSA - VICTIMS' ECONOMIC SECURITY AND SAFETY ACT

Victims' Economic Security and Safety Act (VESSA) REQUIRED NOTICE FOR EMPLOYERS VESSA provides employees who are victims of domestic violence, sexual violence, • A death certificate, published obituary, or written verification of death, burial, or

gender violence, or any other crime of violence, and employees who have a family or memorial services, or ousehold member who is a victim of such violence, with unpaid, job-guaranteed leave; • Other corroborating evidence. reasonable accommodations; and protections from discrimination and retaliation. This **ACCOMMODATIONS** VESSA provides that employees are entitled to reasonable time may be used if the employee or the employee's family or household member is: accommodations to address the needs of the victim(s). Accommodations include, Experiencing an incident of domestic violence, sexual violence, gender violence, or but are not limited to, an adjustment to the job structure, workplace facility, work any other crime of violence

Seeking or receiving medical help, legal assistance (including participation in legal **DISCRIMINATION AND RETALIATION** VESSA prohibits employers from 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.

Making arrangements necessitated by a death caused by a crime of violence; or Grieving a death caused by a crime of violence. NOTICE AND CERTIFICATION Employees must provide the employer with at least 48 • Requested or took VESSA leave for any reason; is not practicable. If an employee is unable to provide advance notice, an employee

must provide notice when an employee is able to do so, within a reasonable period • The workplace is disrupted or threatened by the action of a person whom the of time after the absence. Certification may be provided to the employer by a sworn statement of the employee and other documentation, if the employee has

assisting in addressing the violence; A police, court, or military record;

Documentation from an employee, agent or volunteer of a victim services • Exercised any other rights under VESSA. organization, an attorney, a member of the clergy, or medical or other professional CONFIDENTIALITY Employers must maintain the confidentiality of all information pertaining to the use of VESSA leave pursuant to 820 ILCS 180/30(d).

AMOUNT OF LEAVE permitted during a 12-month period under the VESSA based on number of employees:

requirements, or telephone number, seating assignment, or physical security of the

unfavorably if the individual involved: • Is or is perceived to be a victim of domestic, sexual, or gender violence, or any other Attending the funeral or alternative to a funeral if death is caused by crime of violence; • Attended, participated in, prepared for, or requested leave to attend, participate in, or prepare for a criminal or civil court or administrative proceeding relating to domestic, sexual, or gender violence, or any other crime of violence; ours advance notice of the intention to take leave, unless providing advance notice • Requested an accommodation, regardless of whether the accommodation was

discriminating, retaliating, or otherwise treating an employee or job applicant

individual states has committed or threatened to commit domestic, sexual, or gender violence, or any other crime of violence, against the individual or the individual's family or household member; or

Leave permitted Leave may be taken *As of January 1, 2024, employees who have worked at least 1250 hours in the previous 12 months working for employers with 50 or more employees (employees eligible under the Family Bereavement Leave Act, 820 ILCS 154 et seq.) are entitled to 2 additional weeks unpaid leave for certain reasons relating to a family or household member's death due to a crime of violence to be on a reduced work

COMPLAINTS For information on filing a complaint please call: 312-793-6797 or visit labor.illinois.gov/vessa labor.illinois.gov • DOL.Questions@lllinois.gov Lincoln Tower Plaza Michael A Bilandic Building 524 South 2nd Street, Suite 400 160 North LaSalle, Suite C-130 Springfield, Illinois 62701 Chicago, Illinois 60601-3150 (312) 793-2800 Fax: (312) 793-5257

schedule basis.

2309 West Main Street, Suite 11: Marion, Illinois 62959

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DAY AND TEMPORARY LABOR SERVICE AGENCIES

DAY AND TEMPORARY LABOR SERVICES ACT

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 detailed statement with the following

> total pay period earnings all deductions issue weekly, bi-weekly, or semimonthly checks

Day and Temporary Labor Services Agencies are responsible for the conduct of drivers providing transportation for workers unless an exception applies in the Act.

performed work for 60 days at a thirdparty client. To file a complaint or report a violation with the Department of Labor, visit labor.

CORRECT WAGES AND PAYMENT NOTICE

1-14 employees

15-49 employees

You have the right to be paid correctly based on your pay rate and hours worked and in accordance with all applicable wage laws. The Day and Temporary Labor Services Agency nust provide you with a detailed statement with the name and contact information for each thirdparty client where you worked, number of hours worked at each client company's worksite each day, your rate of pay for each hour worked, total pay period earnings, and all deductions

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

your Day and Temporary Labor Services Agency. If your Day and Temporary Labor Services Agency or client company provides transportation

Day and Temporary Labor Services Agencies must register with the Illinois Department a worksite or refers you to a particular person, company, or carpool that provide transportation to a worksite, you cannot be charged for that transportation.

the straight time hourly rate of pay or hourly equivalent of a directly hired employee who is entitled to overtime, provided that the worker performs the same or substantially similar work. If there is not a directly hired employee performing the same or substantially similar work, a worker has a right to be paid not less than the straight time hourly rate of pay or hourly equivalent of the lowest paid directly hired employee who is entitled to overtime.

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

On or before your first day working at a client company each year, the Day and Temporary

where there is a strike, lockout, or other labor trouble without being retaliated against by

A worker that is assigned to work at a client company and performs work at the same client company for more than 720 hours within a 12-month period, has a right to be paid not less than

PLACEMENT FEES

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completed within 60 days after the date the employee received notice of the death of the victim.

• 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

linois.gov or call toll-free at 1-877-314-7052

• Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding
Conduct that coerces, intimidates, threatens, or interfer with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation
What can You Do if You Believe Discrimination has Occurred? Contact the EEOC promptly if you suspect imination. Do not delay, because there are strict tin limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach

> **Call** 1–800–669–4000 (toll free) 1-800-669-6820 (TTY) 1–844–234–5122 (ASL video phone) Visit an EEOC field office (information at www.eeoc.gov/field-office) E-Mail info@eeoc.gov Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.

Submit an inquiry through the EEOC's public portal:

https://publicportal.eeoc.gov/Portal/Login.aspx

the EEOC in any of the following ways

The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W. 1-800-397-6251 (toll-free)

Paid Leave

REQUIRES PAID LEAVE FOR ANY REASON

Use: Workers can use paid leave for any reason of

their choosing. Employers may not require workers

to provide a reason for their paid leave request.

Accrual: Workers earn 1 hour of paid leave for

every 40 hours they work. Employers may also

provide workers with all paid leave hours at the

Carryover: Workers rollover all unused accrued

paid leave at the end of the year. Any unused

frontloaded leave does not have to be carried over.

Retaliation is prohibited: Penalties may apply

workers who exercise their rights under this law

to employers that take adverse action against

Existing Policy and Exclusions

Iready provide their workers with paid leave.

are not covered by the law.

American employees

contact the Department at:

There are also certain categories of workers that

Hotline: 312-793-2600

Equal Pay Act

nen doing the same or substantially similar work,

nless such wage differences are based upon a senior

banned from asking applicants past wage and compensation histories.

salaries, benefits, and other compensation with their co-workers and colleagues.

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 from IDOL.

Employers that publish job postings must include that position's pay and benefits if an individual

works in Illinois or, if working remotely out of state, reports to a supervisor or work location in

Hotline: 1-866-372-4365

For more information or to file a complaint,

524 South 2nd St, Suite 400,

Springfield, IL 62701 (217) 782-6206

Employees may disclose or discuss their own

vstem, a merit system, or factors other than gender.

Employers and employment agencies are

Requires employers to pay equal wages to men and

ertain exceptions may apply for employers who

start of the 12-month period (frontloading).

Workers: Earn up to 40 hours of paid leave

from work per year.

ILLINOIS MINIMUM WAGE

Unpaid Wages WAGE PAYMENT AND COLLECTION ACT Employees must receive their final

> mployee must submit reimbursement request within 30 calendar days unless an employer policy allows for additional time to Employer must provide an employee with a paystub for every pay period.

> > Hotline: 1-312-793-2808

Meal & Rest Periods ONE DAY REST IN SEVEN ACT Provides employees with 24 consecutive

hours of rest within every seven (7)

Employers may obtain permits from the

Department allowing employees to voluntarily

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

Violent Crime Victims' Leave

members who are victims with up to 12 weeks

Effective 1/1/24: Employees with employers

of any size are entitled to 2 additional weeks

unpaid leave for reasons relating to a family of

household member's death due to a crime of

of unpaid leave during a 12-month period.

Provides employees who are victims of

domestic, gender, or sexual violence, or other crimes of violence, or who have family

nsecutive day period.

work seven consecutive days.

work, and an additional 20 minutes if working a 12 hour shift or longer. Employees must be afforded reasonable bathroom breaks. Hotline: 1-312-793-2804

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

* Illinois Veterans Benefits and Services The resources listed are available at no cost to assist Illinois veterans in gaining their earned benefits and services and understanding their rights, protections, and accommodations **Illinois State Benefits Support**

> **Educational Benefits** inois Department of Veterans Affairs

Legal Services

Homeless Veterans National Call Center for Homeless Veterans at (877) 4AID-VET (877-424-3838) rans Affairs Prince Home

DIAL 988 then PRESS (

servicemembers, veterans, and dependents on a wide-variety of issues related to For Service Members, Veterans, and Families (SMVF) in Crisis military service while providing useful information designed to assist in the receipt

All workers have the right to:

A safe workplace.

retaliated against. Receive information and training on job hazards, including all hazardous substances in your workplace.

Reguest a confidential OSHA inspection

of your workplace if you believe there are

 Participate (or have your representative participate) in an OSHA inspection and

• File a complaint with OSHA within 30

days (by phone, online or by mail) if you

have been retaliated against for using your

speak in private to the inspector.

- employer. Request copies of your medical records, tests that measure hazards in the

This poster is available free from OSHA.

Contact OSHA. We can help.



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

\$9.00 PER HOUR

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 quirements are met: Employment certificates have been issued by the

to 7 p.m. during the school year (7 a.m. to 9 p.m. June A 30-minute meal period is provided no later than the

Mental Health and Substance Abuse Resources U.S. Department of Veterans Affairs Veterans Crisis Line Call: 988, press 1 • Text: 838255 Veteran Suicide and Crisis Lifeline

Call: 988, press 1 • Text: 838255

Text: 741741 • Chat: crisistextline.org

Crisis Text line

State Resources

U.S. Department of Veterans Affairs Veterans Crisis Line

https://veterans.illinois.gov/

Military and Veterans Rights Helpline

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of veterans' benefits.

ois Department of Veterans Affairs

llinois Office of the Attorney General Military and Veterans Rights Bureau inois Secretary of State eteran Driver's License or non-driver Veteran Identification Card and military specialized license plates

The Military and Veterans Rights Bureau offers a helpline, 1-800-382-3000, to assist

terans Affairs

United States Department of Veterans Affairs federal claims support

ILLINOIS DEPARTMENT OF VETERANS AFFAIRS

Job Safety and Health Occupational Safety Ind Health Administration Occupational Safety Ind Health Administration

- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being
- unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- See any OSHA citations issued to your
- workplace, and the workplace injury and illness log.

OSHA, or reporting a work-related injury or illness.

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

any work-related inpatient hospitalization, amputation, or loss of an eye. Provide required training to all workers

in a language and vocabulary they can

Prominently display this poster in the

On-Site Consultation services are available to small and medium-sized employers,

Provide employees a workplace free from recognized hazards. It is illegal to retaliate

Employers must:

understand.

 Comply with all applicable OSHA standards. Notify OSHA within 8 hours of a workplace fatality or within 24 hours of

against an employee for using any of their

health and safety concern with you or with

rights under the law, including raising a

Post OSHA citations at or near the place of the alleged violations.

without citation or penalty, through OSHAsupported consultation programs in every state

wage, the employer must make up the difference. amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties **ENFORCEMENT** The Department has authority to recover back wages and an equal

Department of Labor. WAGE AND HOUR DIVISION

DAY AND TEMPORARY LABOR AGENCIES' RESPONSIBILITIES **REQUIRED NOTICE** Each Day and Temporary Labor Services Agency shall post this notice in an area easily

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 Labor Services Agency

Conversion or Placement fees cannot be charged by an agency after a laborer has