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 You do <u>not</u> have to share a medical diagnosis but must provide enough information

provides eligible employees with job-protected leave for qualifying family and to your employer so they can determine whether the leave qualifies for FMLA

EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

discrimination, or participating in a discrimination

• Interference, coercion, or threats related to exercising

What Employment Practices can be Challenged as

• Harassment (including unwelcome verbal or physical

disability; pregnancy, childbirth, or related medical

condition; or a sincerely-held religious belief,

· Obtaining or disclosing genetic information of

lawsuit, investigation, or proceeding

All aspects of employment, including:

Pay (unequal wages or compensation)

pregnancy accommodation

• Discharge, firing, or lay-off

Hiring or promotion

observance or practice

conduct)

Benefits

Referral

Job training

Classification

rights regarding disability discrimination or

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've

Know Your Rights: Workplace Discrimination is Illegal

been discriminated against at work or in applying for a job, the EEOC may be able to help. Who is Protected? • Employees (current and former), including managers and temporary employees Job applicants Union members and applicants for membership

in a union What Organizations are Covered? Most private employers State and local governments (as employers) 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 • Failure to provide reasonable accommodation for a

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

Race

Color

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

Federal law from discrimination on the following bases:

Disability Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified

ndividuals with disabilities from discrimination in hiring, promotion, discharge, pay,

other applicants or employees

of employment, including the executive level.

 Requesting or disclosing medical information of employee Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or Retaliation for filing a charge, reasonably opposing participating in an investigation or proceeding

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

Conduct that coerces, intimidates, threatens, or

(including accommodation) or pregnancy

accommodation

of the following ways:

E-Mail info@eeoc.gov

Call 1–800–669–4000 (toll free)

1-800-669-6820 (TTY)

Visit an EEOC field office (information at

www.eeoc.gov/field-office)

Additional information about the

EEOC, including information about

filing a charge of discrimination, is

available at www.eeoc.gov.

interferes with someone exercising their rights, or

someone assisting or encouraging someone else to

exercise rights, regarding disability discrimination

What can You Do if You Believe Discrimination has

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

Submit an inquiry through the EEOC's public portal:

1-844-234-5122 (ASL video phone)

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

Wage Increases Schedule

Effective Jan. 1, 2023...... \$13.00

Effective Jan. 1, 2024...... \$14.00

Effective Jan. 1, 2025...... \$15.00

Violent Crime Victims' Leave

Provides employees who are victims of

domestic, gender, or sexual violence, or

other crimes of violence, or who have family

of unpaid leave during a 12-month period.

14 and 15-year-olds may work if the

following requirements are met:

members who are victims with up to 12 weeks

Children under the age of 14 may not work in

most jobs, except under limited conditions.

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

The work is not deemed a hazardous

capable to perform the job, and that the job

will not interfere with the minor's education;

Work is limited to 3 hours per day on school

days, 8 hours per day on non-school days

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);

A 30-minute meal period is provided no

later than the fifth hour of work.

and no more than 6 days or 48 hours

occupation (a full listing can be found on

Hotline: 1-866-372-4365

Workers under Age 16

our website);

per week:

The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free)

fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access accommodation to the known physical or mental limitations of an otherwise qualified telecommunications relay services. OFCCP may also be contacted by submitting individual with a disability who is an applicant or employee, barring undue hardship to a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by the employer. Section 503 also requires that Federal contractors take affirmative action calling an OFCCP regional or district office, listed in most telephone directories under to employ and advance in employment qualified individuals with disabilities at all levels U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as

Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits amended, prohibits employment discrimination on the basis of disability in any discrimination on the basis of race, color or national origin in programs or activities receiving program or activity which receives Federal financial assistance. Discrimination is Federal financial assistance. Employment discrimination is covered by Title VI if the primary prohibited in all aspects of employment against persons with disabilities who, with or objective of the financial assistance is provision of employment, or where employment without reasonable accommodation, can perform the essential functions of the job. If liscrimination causes or may cause discrimination in providing services under such programs. you believe you have been discriminated against in a program of any institution which Title IX of the Education Amendments of 1972 prohibits employment discrimination on the receives Federal financial assistance, you should immediately contact the Federal asis of sex in educational programs or activities which receive Federal financial assistance. agency providing such assistance.

ILLINOIS MINIMUM WAGE

Your Rights Under



Illinois Employment Laws

/linimum Wage \$13.00 per hour (Effective Jan. 1, 2023) and Overtime Hotline: 1-800-478-3998 **Coverage:** Applies to employers with 4 or more

employees. Domestic workers are covered even if the employer only has 1 worker. Certain workers are not covered by the Minimum Wage Law and some workers may be paid less than the minimum wage under limited conditions. For more information, visit our website. (See wage increases schedule above.) **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 **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. Unpaid Wages Hotline: 1-312-793-2808 **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. Employers must reimburse employees for all necessary expenditures or losses incurred by an employee during the scope of employment and related to services

performed for the employer. Employee must submit reimbursement request within 30 calendar days unless an employer policy allows for additional time to submit. 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:

Meal and Rest Periods Hotline: 1-312-793-2804 One Day Rest in Seven Act

Provides employees with 24 consecutive hours of rest within every seven (7) consecutive day period. Employers may obtain permits from the Department allowing employees to voluntarily | Child Labor Hotline: 1-800-645-5784 work seven consecutive days.

Employees working 7 ½ 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

Equal Pay Act Hotline: 1-866-372-4365 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. Employers and employment agencies are banned from asking applicants past wage and compensation histories. Employees may disclose or discuss their own salaries, benefits, and other compensation with their co-workers and colleagues. Employers are not allowed to pay less to African American employees versus a non-African American employees.

Certain employees at large businesses may request wage/salary history for their job title from IDOL.

www.labor.illinois.gov For more information or to file a complaint, contact us at: 524 South 2nd St, Suite 400, Springfield, IL 62701 • Springfield 217-782-6206

• 160 N. LaSalle, St, Suite C-1300, Chicago, IL 60601 • Chicago 312-793-2800 • Marion 618-993-7090 THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY SEE IT.

Printed by the Authority of the State of Illinois. 100 copies R020223 IL452-01/23 23-0625

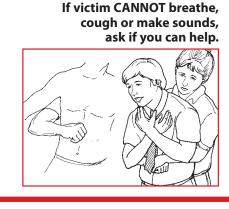
EMERGENCY CARE FOR CHOKING

Illinois Department of Public Health If victim CAN breathe,

Emergency Care for CHOKING CONSCIOUS VICTIM =

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)



on top of the other. Push hard. Illinois Department of Public Health Emergency Medical Systems and Highway Safety



Remove the obstructing



attempt to give TWO breaths.

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



422 S. 5th St., Third Floor

IOCI 14-210 🕮

pringfield, IL 62701 • 217-785-2080

Standards for CPR and ECC are consistent with

American Heart Association recommendations.

Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a workrelated 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 the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative 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 employer.
- Reguest copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

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.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace
- Post OSHA citations at or near the place of 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

ILLINOIS & FEDERAL LABOR LAW POSTER

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 mployee 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. 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 **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 nay be entitled to receive weekly payments and necessary medical care until you are able to return to work that is reasonably available to ou. It is against the law for an employer to harass, discharge, refuse to rehire or in any way discriminate against an employee for exercising

nis 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: 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**

NO SMOKING NOTICE

S NO SMOKING **Indoors or Within 15 Feet of Entrance**

PUBLIC HEALTH

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

www.smoke-free.illinois.gov 866-973-4646 TTY 800-547-0466 (hearing impaired use only)

To file a complaint:



PAYDAY NOTICE

Regular Paydays for Employees of

(Company Name) Shall be as follows:

WITHHOLDING STATUS YOU MAY NEED TO CHECK YOUR WITHHOLDING

See your employer for a copy of Form W-4 or call the "IRS at 1-800-829-3676. Since you last filed form W-4 with your employer did you...

Gain or lose a dependent? Change your name? www.irs.gov/individuals on the IRS web site. 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)? information on this subject.

If you can answer "YES"... 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.

Your tax credits?

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 **Employer:** Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and **Publication 213**

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

(Rev. 8-2009)

Cat. No. 11047P

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

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

should be filed as soon as possible after separation from employment.

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 o 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 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.

Every claimant who files a new claim for unemployment insurance highest quarters of the base period by 26. The maximum weekly

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 For additional information, call these toll-free numbers: percentage of the worker's average weekly wage. The worker's average Internal Revenue Service 1-800-829-1040. weekly wage is computed by dividing the wages paid during the two 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: Jan. 1 and Dec. 31 April 1 and June 30 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.

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," n 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.

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. Printed by the Authority of the State of Illinois Stock Number 4427/BEN-57 (rev. 8/12)

PREGNANCY RIGHTS IN THE WORKPLACE



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 • Retaliate against you because you requested a reasonable 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 your pregnancy. 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.

accommodation It is illegal for your employer to fire you, refuse to hire you or to refuse to provide you with a reasonable accommodation because of your pregnancy. For more information regarding your rights, download the Illinois Department of Human Rights' fact sheet from our website at dhr. 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) CHICAGO OFFICE SPRINGFIELD OFFICE

555 W Monroe St, Ste. 700 Intake Unit Chicago, IL 60661

ILLINOIS DEPARTMENT OF

524 S 2nd Steet, 3rd Floor Springfield, IL 62701

Human Rights

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).

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

EMPLOYEE POLYGRAPH PROTECTION ACT

also constitute illegal discrimination. For information, please contact The Office of Special Counsel for Immigration

Related Unfair Employment Practices Office at 800-255-7688.

refusing to take a test or for exercising other rights under the Act. EXEMPTIONS Federal, State and local governments are not affected by the law. ENFORCEMENT The Secretary of Labor may bring court actions to restrain Also, the law does not apply to tests given by the Federal Government to certain violations and assess civil penalties against violators. Employees or job applicants private individuals engaged in national security-related activities. The Act may also bring their own court actions. permits polygraph (a kind of lie detector) tests to be administered in the private THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE sector, subject to restrictions, to certain prospective employees of security **EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.** 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

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT The Employee Polygraph Protection Act prohibits most private employers does not preempt any provision of any State or local law or any collective from using lie detector tests either for pre-employment screening or during bargaining agreement which is more restrictive with respect to lie detector tests. **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to PROHIBITIONS Employers are generally prohibited from requiring or requesting numerous strict standards concerning the conduct and length of the test. any employee or job applicant to take a lie detector test, and from discharging, Examinees have a number of specific rights, including the right to a written disciplining, or discriminating against an employee or prospective employee for notice before testing, the right to refuse or discontinue a test, and the right not

to have test results disclosed to unauthorized persons.

WAGE AND HOUR DIVISION JNITED STATES DEPARTMENT OF LABOR 1-866-487-9243

FEDERAL MINIMUM WAGE

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 Civil money penalties may also be assessed for violations of the FLSA's child labor OVERTIME PAY At least 1 ½ times your regular rate of pay for all hours worked HILD 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. Labor. Youths 14 and 15 years old may work outside school hours in various non- ADDITIONAL INFORMATION

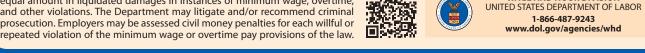
IP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. UMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk. ENFORCEMENT The Department has authority to recover back wages and an

and other violations. The Department may litigate and/or recommend criminal

prosecution. Employers may be assessed civil money penalties for each willful or

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 non-hazardous jobs with certain work hours • Certain occupations and establishments

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 difference 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. Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



State employees may be subject to certain limitations in pursuit of direct lawsuits

greater family or medical leave rights.

medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month 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 Your serious mental or physical health condition that makes you unable to work, supersede any state or local law or collective bargaining agreement that provides

Certain qualifying reasons related to the foreign deployment of your spouse, regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the in eligible employee who is the spouse, child, parent or next of kin of a covered jurisdiction of the U.S. Office of Personnel Management or Congress. ervicemember with a serious injury or illness may take up to 26 workweeks of What does my employer need to do? If you are eligible for FMLA leave, your employer must: You have the right to use FMLA leave in one block of time. When it is medically

 Allow you to take job-protected time off work for a qualifying reason, necessary or otherwise permitted, you may take FMLA leave intermittently in Continue your group health plan coverage while you are on leave on the same separate blocks of time, or on a reduced schedule by working less hours each 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, FMLA leave is **not paid leave,** but you may choose, or be required by your

benefits and other working conditions, including shift and location, at the end of 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

After becoming aware that your need for leave is for a reason that may qualify

under the FMLA, your **employer** <u>must</u> **confirm whether you are eligible** or not

eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing: About your FMLA rights and responsibilities, and • How much of your requested leave, if any, will be FMLA-protected leave. Where can I find more information? Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under

the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn







USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

about our WHD

YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

You have the right to be reemployed in your civilian job if you leave that job to enforcement of USERRA rights, including testifying or making a statement in perform service in the uniformed service and: vou ensure that your employer receives advance written or verbal notice of connection. your service:

conclusion of service; and vou have not been separated from service with a disqualifying discharge or under other than honorable conditions. 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 **ENFORCEMENT** • The U.S. Department of Labor, Veterans Employment and Training Service some cases, a comparable job. RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

you have five years or less of cumulative service in the uniformed services while

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

are a past or present member of the uniformed service; have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service: then an employer may not deny you: initial employment; reemployment:

enforces the FMLA for most employees.

condition, and

following apply:

You work for a covered employer,

Office of Personnel Management.

before your leave, and

the uniformed services.

with that particular employer

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

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

policy covers the reason for which you need FMLA leave.

You have worked for your employer at least 12 months,

20 workweeks in the current or previous calendar year,

Follow your employer's normal policies for requesting leave,

Give notice at least 30 days before your need for FMLA leave, or

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

FMLA leave in a single 12-month period to care for the servicemember.

child or parent who is a military servicemember

To care for your spouse, child or parent with a serious mental or physical health

employer, to use any employer-provided paid leave if your employer's paid leave

Im I eligible to take FMLA leave? You are an eligible employee if all of the

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

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

You work for a private employer that had at least 50 employees during at least

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

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

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

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

ou work for a **covered employer** if **one** of the following applies:

 retention in employment; any benefit of employment, because of this status.

may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to In addition, an employer may not retaliate against anyone assisting in the connection with a proceeding under USERRA, even if that person has no service

> continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military • 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., preexisting condition exclusions) except for service-connected illnesses or injuries.

contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/ 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 Support Of The Guard

ISERRA - ILLINOIS SERVICEMEMBER EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

https://www.dol.gov/agencies/vets/programs/userra/poster. Federal law requires employers to notify employees of their rights under USERRA, and employers

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

WHERE TO FIND MORE INFORMATION? Both service members and employers can find more information on the Attorney General's ISERRA Advocate webpage at www.illinoisattorneygeneral.gov/rights/veterans.html or call the Military & Veterans Rights Helpline at 1-800-382-3000 to ask questions or request training. This notice is available for download on the Attorney General's website by going to www.illinoisattorneygeneral.gov/rights/veterans.html.

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. 11/20 This material is available in alternate format upon request.

DISCRIMINATION AND SEXUAL HARASSMENT

class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and discharge. you can ask for reasonable changes to your job if needed because you are pregnant or disabled.

ILLINOIS DEPARTMENT OF

Human Rights

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)

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

Printed by the Authority of the State of Illinois version IDHR 9/2022



Victims' Economic Security and Safety Act (VESSA)

gender violence, or any other crime of violence, and employees who have a family or nousehold member who is a victim of such violence, with unpaid, job-guaranteed leave; easonable accommodations; and protections from discrimination and retaliation. This time may be used if the employee or the employee's family or household experiencing an incident of domestic violence, sexual violence, gender violence,

is seeking or receiving medical help, legal assistance (including participation in Leave may be taken consecutively, intermittently, or on a reduced work schedule basis. legal proceedings), counseling, safety planning, or other assistance; temporarily or permanently relocating; or to take 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. **IOTICE** – Employees must provide the employer with at least 48 hours prior notice, rovide advance notice, an employee must provide notice when an employee is

able to do so, within a reasonable period of time after the absence. **CERTIFICATION** – An employer may require the employee to provide certification of the domestic, sexual, or gender violence, or any other crime of violence, and that leave is to address the violence. Certification may include a sworn statement of the employee and other documentation such as a letter from a victims' services organization, a court record, or any other corroborating evidence, but only if that ocumentation is in the possession of the employee. The employee may choose which documentation to submit. The employer may not require more than one document related to the same incident or perpetrator of violence in one year. All information related to domestic, sexual, or gender violence, or any other crime of violence, is to be kept in the strictest confidence by the employer

DURATION OF LEAVE – VESSA provides that employees working for an employer

MATERIAL SAFETY DATA SHEETS MSDS describe the characteristics, safe

the work area. You, your representative, or your physician may request copies

handling, and hazards of toxic substances. MSDS should be readily available in

ABELING Toxic substances in your work area should be labeled with the

with at least 1 employee, but no more than 14 employees, are entitled to a total of 4 workweeks of unpaid leave during any 12-month period. Employees working for an employer with at least 15, but no more than 49 employees, are entitled to a total of B workweeks of unpaid leave during any 12-month period. And employees working for an employer with at least 50 employees are entitled to a total of 12 workweeks

of MSDS for toxic substances in your work area.

chemical or product name and a hazard warning.

State of Illinois Building

160 N. LaSalle, Ste. C-1300

Chicago, IL 60601

Tel: (312) 793-7308 | Fax: (312) 793-2081

Lincoln Tower Plaza 524 South 2nd Street, Suite 400 Springfield, Illinois 62701

(217) 782-6206 | Fax: (217) 782-0596

labor.illinois.gov • DOL.Questions@lllinois.gov Michael A Bilandic Building 60 North LaSalle, Suite C-1300 Chicago Illinois 60601-3150 (312) 793-2800 | Fax: (312) 793-5257 Printed by the Authority of the State of Illinois. 12/21 IOCI 22-0569

RIGHT TO KNOW The Illinois Right-to-Know law requires your employer to provide you with

TOXIC? YOU HAVE THE RIGHT-TO-KNOW! ABOUT TOXIC SUBSTANCES IN YOUR WORK AREA TRAINING Employees who are exposed to toxic substances should be trained at the start of employment or transfer, and annually thereafter. You should be taught the hazards of exposure to the substances, how to work safely with them, and how to read the MSDS and labels. The law protects your right to 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

2309 West Main Street

Marion, IL 62959

Tel: (618) 993-7090

Fax: (618) 993-7258

State of Illinois Required Posting For Day & Temporary Labor Service Agencies The Day and Temporary Labor Services Act (820 ILCS 175/1 et seq) provides for the regulation of day and temporary labor agencies, establishes worker rights and third party client, but is then not utilized by that client must be paid a minimum of protections, specifies the duties and responsibilities of day and temporary labor four hours of pay at the agreed upon rate by the day and temporary labor agency.

the Act contains additional information that may affect individual cases or claims. For more information on this Act and other laws we enforce, please visit our website at: www2.illinois.gov/IDOL/Pages **legistration** Day and temporary labor agencies located in or transacting business n Illinois must register with the Illinois Department of Labor, provide proof of required unemployment insurance contributions and valid workers' compensation

agencies and third party clients, sets forth penalties and enforcement procedures

or violations of the law and requires third party clients that contract with day or

emporary labor agencies to verify that they are registered with the Department of

tps://www2.illinois.gov/idol/Laws-Rules/FLS/Pages/day-temporary-labor.aspx Online registration should be used to apply for a new or renewal license. The online application includes ePayment feature to pay the license fees. Agencies may attach all supporting documentation (pdf format is preferred). Online application https://webapps.illinois.gov/DOL/DTLLicense/ To Create IL Public ID https://www.illinois.gov/sites/accounts/Pages/default.

Department. Registered agencies are listed on the Department's website at:

ummarizing the provisions of this Act, along with the toll-free number for reporting iolations and complaints. This notice shall be in English or any other language enerally understood in the locale of the agency. Agencies must also post in public access areas any other state or federally mandated postings. Day and temporary labor service agencies must provide workers with an employment notice at the time of dispatch, describing the terms and conditions of their employment, including the nature of work to be performed, the wages to be paid, the name, address and location of where the work will be performed, terms of transportation and whether meals or equipment will be provided and any costs associated with such meals agencies and third party clients are prohibited from retaliating against workers for and equipment. Day and temporary labor service agencies must also provide each exercising their rights, including making a complaint, testifying or participating in

worker with a wage notice at the time of payment that includes the name address an investigation under this Act. Any retaliation taken against a worker in violation and telephone number of each third party client for whom work was performed; the of this Act shall be subject to civil penalties or a private cause of action. In addition number of hours worked by the laborer at each third party client each day during the 💎 to administrative remedies available through the Illinois Department of Labor, a pay period; the rate of pay for all hours worked, including any premium or bonus pay; person aggrieved by any violation of this Act may file suit in Illinois circuit court. total earnings during the pay period; and all deductions made for meals, equipment, income tax and social security withholdings and any other deductions. For workers contracted to work a single day, third party clients must provide workers with a work verification form at the end of the work day that contains the date, worker's name, For more information or to file a complaint, contact us at:

Chicago: 160 N. LaSalle St, Suite C1300, Chicago, IL 60601

However, if that worker is given work during the same shift at another location, he or she shall be paid for two hours of pay at the agreed upon rate of pay (in addition to the pay for hours worked during that shift). Wages and Deductions The wages paid to day laborers must be in compliance with all state and federal laws, including minimum wage and overtime laws and the total amount deducted for meals and equipment may not cause a worker's hourly wage to fall below the state or federal minimum wage. Agencies cannot make

keep and maintain for a period of three years detailed records relating to every day

laborer's work and these records must be open to inspection by the Department of

Labor during normal business hours. In addition, records relating to an individua

worker and any hours billed to third party clients for his or her labor must be available for review or copying by the worker within 5 days following a written request. Transportation Day and temporary labor agencies, third party clients (and their contractors or agents) are prohibited from charging workers for transportation between the agency and the designated worksite. Agencies, third party clients (and their contractors or agents) are responsible for the conduct and performance of persons providing transportation and drivers must have a valid and appropriate motor vehicle license, proof of financial responsibility as well as seats and safety belts for every passenger. Any violations of these requirements discovered by the Department shall be forwarded to appropriate law enforcement or regulatory agencies. ment Fee Restrictions Day and temporary labor agencies cannot restrict the right of a laborer to accept a permanent position with a third party client to whom they have been referred for work. They also cannot restrict the right of third party clients to offer employment to a day and temporary laborer, however day and

To report violations or make a complaint, call our toll-free hotline at:

1-877-314-7052

7/20 Web IOCI 21-023

SCAN ME

WH1420 REV 04/23

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

HEALTH INSURANCE PROTECTION • If you leave your job to perform military service, you have the right to elect to

(VETS) is authorized to investigate and resolve complaints of USERRA violations. • For assistance in filing a complaint, or for any other information on USERRA. agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you may

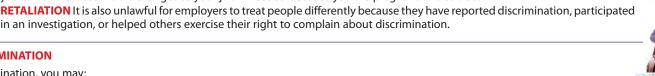
The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address:



YOUR RIGHTS UNDER THE ILLINOIS SERVICE MEMBER

provide both advocacy and enforcement under ISERRA.





State of Illinois \star \star \star \star

VESSA provides employees who are victims of domestic violence, sexual violence, of unpaid leave during any 12-month period. umber of employees | Leave permitted 1-14 employees

nless providing advance notice is not practicable. If an employee is unable to but are not limited to, an adjustment to the job structure, workplace facility,

DISCRIMINATION AND RETALIATION – VESSA prohibits employers from discriminating, retaliating, or otherwise treating an employee or job applicant unfavorably if the individual involved: Is or is perceived to be a victim of domestic, sexual, or gender violence, or any other 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

8 weeks

individual's family or household member; or • Exercised any other rights under VESSA. Regional Office Building 2309 West Main Street, Suite 115 Marion, Illinois 62959 (618) 993-7090 | Fax: (618) 993-7258

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

gender violence, or any other crime of violence, against the individual or the

(Downstate) or (312) 793-1964 (Chicago area)

DAY AND TEMPORARY LABOR SERVICE AGENCIES

abor or face monetary penalties. The following is a summary of the law, however nsurance and report any lapse in workers' compensation coverage to the ordkeeping Requirements Day and temporary labor service agencies must

aspx In order to submit a registration, users must create an Illinois Public ID account to establish your agency account. Please follow the instructions to create an Illinois Required Notices to Employees Every agency must post in the public access area of each work location or branch office a notice provided by the Department of Labor

Springfield: 524 South 2nd Street, Suite 400 Springfield, Illinois 62701 Printed by the Authority of the State of Illinois. Visit the website: https://www2.illinois.gov/idol/Pages/Complaints.aspx Chicago 312.793.2800 • Springfield 217.782.6206 • Marion 618.993.7090

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

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

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

15-49 employees

50 or more employees

For information on filing a complaint please call: 312-793-6797 or visit the website: https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/vessa.aspx **ACCOMMODATIONS** – VESSA provides that employees are entitled to reasonable accommodations to address the needs of the victim(s). Accommodations include work requirements, or telephone number, seating assignment, or physical security of the work area

domestic, sexual, or gender violence, or any other crime of violence: Requested or took VESSA leave for any reason: Requested an accommodation regardless of whether the accommodation was granted: The workplace is disrupted or threatened by the action of a person whom the

Department of Labor 900 South Spring Street Springfield, IL 62704

Tel: (217) 782-9386 | Fax: (217) 782-0596

deductions from a worker's paycheck unless the worker approves the deductions in writing on a form approved by the Department and agencies may not charge workers for cashing paychecks issued by their agency.

temporary labor agencies may charge limited placement fees to third party clients who offer employment to day laborers

Required Posting for Employers