\star \star \star \star \star \star LABOR LAW POSTER \star \star \star \star \star

EMERGENCY CARE FOR CHOKING

State of Illinois Illinois Department of Public Health

Emergency Care for CHOKING

CONSCIOUS VICTIM =

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



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

becomes unconscious

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



UNCONSCIOUS VICTIM =

Send someone to call 911 and get the Automated External Defibrillator (AED) IF YOU ARE ALONE, perform 5 sets of 30 compressions and 2 breaths before leaving to call 911. Follow these steps.



Give 30 compressions pushing down AT LEAST 2 inches on the center of the chest Place one hand



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



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

Illinois Department of Public Health Emergency Medical Systems and Highway Safety 422 S. 5th St., Third Floor Springfield, IL 62701 • 217-785-2080 Standards for CPR and ECC are consistent with American Heart Association recommendations IOCI 14-210 @CD

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

DISCRIMINATION AND SEXUAL HARASSMENT

ILLINOIS DEPARTMENT OF **Human Rights**

YOU HAVE THE RIGHT TO BE FREE FROM

JOB DISCRIMINATION AND SEXUAL HARASSMENT.



The Illinois Human Rights Act states that you have the right to be free from unlawful discrimination and sexual harassment. This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and discharge. REASONABLE ACCOMMODATIONS

You also have the right to reasonable accommodations based on pregnancy and disability. This means you can ask for reasonable changes to your job if needed because you are pregnant or disabled.

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.

To report discrimination, you may: 1. Contact your employer's human resources or personnel department. 2. Contact the Illinois Department of Human Rights (IDHR) to file a charge

Chicago: James R. Thompson Cente

100 West Randolph Street, Suite 10-100 Chicago, IL 60601 (312) 814-6200 (866) 740-3953 (TTY) (312) 814-6251 (Fax)

Website: www.illinois.gov/dhr

3. Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns Springfield:

535 W. Jefferson Street. 1st Floor Springfield, IL 62702

(217) 785-5100 (866) 740-3953 (TTY) (217) 785-5106 (Fax) Fmail: IDHR.Intake@illinois.gov

Number of employees

50 or more employees

1-14 employees

15-49 employees

Employers shall make this poster available and display it where employees can readily see it. This notice is available for download at: www.illinois.gov/dhr Printed by the Authority of the State of Illinois . 9/18 . web version . IOCI19-0181

VESSA - VICTIMS' ECONOMIC SECURITY AND SAFETY ACT



Department of Labor DOL State of Illinois * * * * *

Victims' Economic Security and Safety Act (VESSA)

VESSA provides employees who are victims of domestic violence, sexual violence, or Leave permitted during a 12-month period under the act based on number of employees gender violence, and employees who have a family or household member who is a victim of such violence, with unpaid, job-guaranteed leave; reasonable accommodations; and protections from discrimination and retaliation. This time may be used if the employee or the employee's family or household member is:

 experiencing an incident of domestic violence, sexual violence, or gender violence, is recovering from the violence.

• is seeking or receiving medical help, legal assistance (including participation in 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 to ensure economic security. **NOTICE** – Employees must provide the employer with at least 48 hours prior notice.

unless providing advance notice 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 of time after the absence. **CERTIFICATION** – An employer may require the employee to provide certification of the domestic, sexual, or gender 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 documentation is in the possession of the employee. All information related to

domestic, sexual, or gender violence is to be kept in the strictest confidence by the employer. **DURATION OF LEAVE** – VESSA provides that employees working for an employer 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 8 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 unpaid leave during any 12-month period.

Michael A Bilandic Building (312) 793-2800 | Fax: (312) 793-5257

160 North LaSalle, Suite C-1300, Chicago, Illinois 60601-3150

900 South Spring Street

Regional Office Building (618) 993-7090 | Fax: (618) 993-7258

Springfield, Illinois 62704-2725 (217) 782-6206 | Fax: (217) 782-0596

2309 West Main Street, Suite 115, Marion, Illinois 62959

Leave permitted

4 weeks

8 weeks

12 weeks

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

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, but are not limited to, an adjustment to the job structure, workplace facility, work requirements

DISCRIMINATION AND RETALIATION – VESSA prohibits employers from discriminating

retaliating, or otherwise treating an employee or job applicant unfavorably if the

• 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,

Requested an accommodation, regardless of whether the accommodation was granted;

• The workplace is disrupted or threatened by the action of a person whom the individual

states has committed or threatened to commit domestic, sexual, or gender violence

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

or telephone number, seating assignment, or physical security of the work area.

• Is or is perceived to be a victim of domestic, sexual, or gender violence:

against the individual or the individual's family or household member; or

Printed by the Authority of the State of Illinois. 01/21 IOCI 21-0463

ISERRA - ILLINOIS SERVICEMEMBER EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

individual involved:

sexual, or gender violence;

• Requested or took VESSA leave for any reason;

Exercised any other rights under VESSA.



YOUR RIGHTS UNDER THE ILLINOIS SERVICE MEMBER

EMPLOYMENT & REEMPLOYMENT RIGHTS ACT (330 ILCS 61) ISERRA (Illinois version of USERRA) protects the employment and benefits of service members who leave their civilian employment to serve our Nation or State.

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.

WHO IS PROTECTED? All members of the Armed Forces of the United States whether active duty or reserve, including the National Guard when performing State duty.

2. 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 ÓBLIGATIONS 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 enforcement under ISERRA. WHERE TO FIND MORE INFORMATION? Both service members and employers can find more information on the Attorney General's ISERRA Advocate webpage at 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.



ILLINOIS MINIMUM WAGE



Your Rights Under Illinois Employment Laws

Minimum Wage \$11.00 per hour (Effective Jan. 1, 2021) and Overtime

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 the difference.

Overtime: Most hourly employees and some salaried employees are covered by the overtime law and must be | Domestic or Sexual Violence Leave compensated at time and one-half of their regular pay for hours worked over 40 in a workweek.

Hotline: 1-800-478-3998 **Unpaid Wages**

Wage Payment and Collection Act

Employees must receive their final compensation, including earned wages, vacation pay, commissions and bonuses on their next regularly scheduled payday Unauthorized deductions from paychecks are not allowed

except as specified by law. 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.

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

Employers are not allowed to pay less to African American employees versus a non-African American employees. **Hotline: 1-866-EPA-IDOL**

Victims' Economic Security and Safety Act Provides employees who are victims of domestic or sexual violence, or who have family members who are victims, with up to 12 weeks of unpaid leave during a 12-month period.

Phone: 312-793-6797 **Meal and Rest Periods**

This is a summary of laws that satisfies Illinois Department of Labor posting requirements. For a complete text of the laws, visit our website at: www.labor.illinois.gov

One Day Rest in Seven Act

Provides employees with 24 consecutive hours of rest each calendar week. Employers may obtain permits from the Department allowing employees to voluntarily work seven

Employees working 7½ continuous hours must be allowed a meal period of at least 20 minutes no later than 5 hours after the start of work.

consecutive days. Phone: 312-793-2804

Effective Jan. 1, 2021...... \$11.00 Effective Jan. 1, 2022...... \$12.00 Effective Jan. 1, 2023.... \$13.00 Effective Jan. 1, 2024.... ... \$14.00 Effective Jan. 1, 2025... .. \$15.00

Wage Increases Schedule

Child Labor Workers under Age 16

Children under the age of 14 may not work in most jobs, except under limited conditions

14 and 15-year-olds may work if the following requirements are met: Employment certificates have been issued by the school district

and filed with the Department of Labor confirming that a minor is old enough to work, physically capable to perform the job, and that the job will not interfere with the minor's education: • The work is not deemed a

hazardous occupation (a full listing can be found on our website): Work is limited to 3 hours per day on school days, 8 hours per day on non-school days and no more than 6 days or 48 hours per week;

Work is performed only between the hours of 7 a.m. to 7 p.m. during the school year (7 a.m. to 9 p.m. June through September); and A 30-minute meal period is provided no later than the fifth

hour of work. Hotline: 1-800-645-5784

For more information or to file a complaint, contact us at: 160 N. LaSalle St, Suite C-1300, Chicago, IL 60601 • Chicago 312.793.2800 • Springfield 217.782.6206 • Marion 618.993.7090

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

Printed by the Authority of the State of Illinois. IL452-12/20 300 IOCI 21-0388

UNEMPLOYMENT INSURANCE

Illinois Department of Employment Security

NOTICE

www.ides.illinois.gov.

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 Jan. 1 and March 31 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 This year between: Employment Security Office to the worker's home. To be eligible for benefits, an unemployed individual must April 1 and June 30 be available for work, able to work and actively seeking work and, in addition, must not be disqualified under any provisions of the Illinois Unemployment Insurance Act. Each employer shall deliver the pamphlet "What Every Worker Should Know About Unemployment Insurance" to each worker separated from employment for an expected duration of seven or more days. The pamphlet shall be delivered to the worker at the time of separation or, if delivery is impracticable, mailed within five days after the date of the separation to the worker's last known address. Pamphlets shall be supplied by the Illinois Department of Employment Security to each employer without cost. A claimant may also be entitled to receive, in addition to the weekly benefit amount, an allowance for a non-working spouse or a dependent child or children. The allowance is a percentage of the average weekly wage of the claimant in his or her base period. The weekly benefit amount plus any allowance for a dependent make up the total amount payable. If, during a calendar week an employee does not work full time because of lack of work, he or she may be eligible for partial benefits if the wages earned in such calendar week are less than his or her weekly benefit amount. For any such week, employers should provide employees with a statement of "low earnings" which should be taken to their Illinois

Department of Employment Security office. NOTE: Illinois unemployment insurance benefits are paid from a Trust Fund to which only employers contribute. No deductions may be made from the wages of workers for this purpose.

Unemployment insurance information is available from any Illinois Department of Employment Security office. To locate the office nearest you, call 1-800-244-5631 or access the locations though our web site at:

Every claimant who files a new claim for unemployment insurance benefits must serve an unpaid waiting week for which he has filed and is otherwise eligible. The claimant's weekly benefit amount is usually a percentage of the worker's average weekly wage. The worker's average weekly wage is computed by dividing the wages paid during the two highest quarters of the base period by 26. The maximum weekly benefit amount is a percentage of the statewide average weekly wage. The minimum weekly benefit amount is \$51. The statewide average weekly wage is calculated each year.

If Your Benefit Year Begins: Your Base Period Will Be: This year between:

Last year between:

Last year between:

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

temporary total disability benefits under a workers' compensation act or other similar acts, or if you only have worked within the last few months, your base period may be determined differently. Contact your local IDES office for more information.

REPORTING TIPS

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

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.

Internal Revenue Service 1-800-829-1040. Illinois Department of Revenue 1-800-732-8866

This poster fulfills all posting requirements for the Illinois Department of Employment Security. EMPLOYERS ARE REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE FOR ALL EMPLOYEES



To file a complaint: www.smoke-free.illinois.gov

866-973-4646 TTY 800-547-0466 (hearing impaired use only)



Retaliate against you because you requested a reasonable accommodation.

It is illegal for your employer to fire you, refuse to hire you or to refuse to provide you with a reasonable

accommodation because of your pregnancy. For more information regarding your rights, download the

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

Illinois Department of Human Rights' fact sheet from our website at www.illinois.gov/dhr





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?

 Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent
 Discriminate against you because of your pregnancy. bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover

Reject an unsolicited accommodation offered by your employer for your pregnancy. · Continue working during your pregnancy if a reasonable accommodation is available which would

Intake Unit

Chicago, IL 60601

(312) 814-6200

allow you to continue performing your job. State of Illinois
Department of Human Rights



Human Rights Intake Unit Springfield, IL 62704 (217) 785-5100

The charge process may be initiated by completing the form at: http://www.illinois.gov/dhr Printed by the Authority of the State of Illinois . IDHR ENG . web . (02/17) . IOCI17-0405

RIGHT TO KNOW

TOXIC? YOU HAVE THE RIGHT-TO-KNOW! ABOUT TOXIC SUBSTANCES IN YOUR WORK AREA The Illinois Right-to-Know law requires your employer to provide you with the following: MATERIAL SAFETY DATA SHEETS MSDS describe the characteristics, safe handling, and hazards of toxic substances. MSDS should be readily available in the work area. You, your representative, or your physician may request copies of MSDS for toxic substances in your work area.

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

2309 West Main Street , Marion, IL 62959

(217) 782-9386 (Downstate) or (312) 793-1964 (Chicago 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:

815/987-7292

Department of Labor

900 South Spring Street, Springfield, IL 62704

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

WORKERS' COMPENSATION

Tel: (618) 993-7090 Fax: (618) 993-7258



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' compensation, the PPP counts as one of your two choices of providers. . NOTIFY YOUR EMPLOYER. You must notify your employer of the accidental injury or illness within 45 days, either orally or in writing. To avoid possible delays, it is recommended the notice also include your name, address, telephone number, Social Security number, and a brief description of the injury or illness. . LEARN YOUR RIGHTS. Your employer is required by law to report accidents that result in more than three lost work days to the Workers' Compensation Commission. Once the accident is reported, you

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: Toll-free: Chicago: Peoria: 866/352-3033 312/814-6611 309/671-3019 should receive a handbook that explains the law, benefits, and procedures. If you need a handbook, Web site: **Collinsville: Rockford:** please call the Commission or go to the web site. If you must lose time from work to recover from the

618/346-3450

injury or illness, you may be entitled to receive weekly payments and necessary medical care until you BY LAW, EMPLOYERS MUST DISPLAY THIS NOTICE IN A PROMINENT PLACE IN EACH WORKPLACE AND COMPLETE THE INFORMATION BELOW-Party handling workers' compensation claims **Business address Business phone Effective date Termination date Employer's FEIN** Policy number

www.iwcc.il.gov

DAY AND TEMPORARY LABOR SERVICE AGENCIES



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

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

The Day and Temporary Labor Services Act (820 ILCS 175/1 et seq) provides for the regulation of day and temporary labor agencies, establishes worker rights and protections, specifies the duties and responsibilities of day and temporary labor agencies and third party clients, sets forth penalties and enforcement procedures for violations of the law and requires third party clients that contract with day or temporary labor agencies to verify that they are registered with the Department of Labor or face monetary penalties. The following is a summary of the law, however the Act contains additional information that may affect individual cases or claims. For more information on this Act and other laws we enforce, please visit our web site at: www.state.il.us/agency/idol.

Day and temporary labor agencies located in or transacting business in Illinois must register with the Illinois

compensation insurance and report any lapse in workers' compensation coverage to the Department. Registered agencies are listed on the Department's web site at: www.state.il.us/agency/idol/listings/dlagency.htm. Every agency must post in the public access area of each work location or branch office a notice provided by the Department of Labor summarizing the provisions of this Act, along with the toll-free number for reporting violations and complaints. This notice shall be in English or any other language generally understood in the locale of the agency. Agencies must also post in public access areas any other state or federally mandated postings. **Required Notices to Employees** Day and temporary labor service agencies must provide workers with an **employment notice** at the time of

dispatch, describing the terms and conditions of their employment, including the nature of work to be performed, the wages to be paid, the name, address and location of where the work will be performed, terms of transportation and whether meals or equipment will be provided and any costs associated with such meals and equipment. Day and temporary labor service agencies must also provide each worker with a wage notice at the time of payment that includes the name address and telephone number of each third party client for whom work was performed; the number of hours worked by the laborer at each third party client each day during the pay period; the rate of pay for all hours worked, including any premium or bonus pay; total earnings during the pay period; and all deductions made for meals, equipment, income tax and social security with holdings and any other deductions. For workers contracted to work a single day, third party clients must provide workers with a work verification form at the end of the work day that contains the date, worker's name, work location and hours worked that day. A worker who is sent by the agency to a third party client, but is then not utilized by that client must be paid a minimum of four hours of pay at the agreed upon rate by the day and temporary labor agency. However, if that worker is given work during the same shift at another location, he or she shall be paid for two hours of pay at the agreed upon rate of pay (in addition to the pay for hours worked during that shift). Printed by the Authority of the State of Illinois W.O. 120905 1000 copies 12/05 - Revised January 1, 2006

Wages and Deductions

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

Day and temporary labor service agencies must keep and maintain for a period of three years detailed records relating to every day laborer's work and these records must be open to inspection by the Department of Labor 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 work site. Agencies, third party

clients (and their contractors or agents) are responsible for the conduct and performance of persons providing transportation and drivers must have a valid and appropriate motor vehicle license, proof of financial responsibility as well as seats and safety belts for every passenger. Any violations of these requirements

discovered by the Department shall be forwarded to appropriate law enforcement or regulatory agencies. **Placement Fee Restrictions** Day and temporary labor agencies cannot restrict the right of a laborer to accept a permanent position with a third party client to whom they have been referred for work. They also cannot restrict the right of third party clients to offer employment to a day and temporary laborer, however day and temporary labor agencies may

charge limited placement fees to third party clients who offer employment to day laborers. Worker Retaliation Prohibited/Private Right of Action

Day and temporary labor agencies and third party clients are prohibited from retaliating against workers for exercising their rights, including making a complaint, testifying or participating in an investigation under this Act. Any retaliation taken against a worker in violation of this Act shall be subject to civil penalties or a private cause of action. In addition to administrative remedies available through the Illinois Department of Labor, a person aggrieved by any violation of this Act may file suit in Illinois circuit court.

To report violations or make a complaint, call our toll-free hot line at: 1-877-314-7052

IL-0321

Springfield:

217/785-7087

TDD (Deaf):

312/814-2959

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

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

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.

For additional information, call these toll-free numbers:

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

NO SMOKING NOTICE

