

NOTICE TO EMPLOYERS AND EMPLOYEES

CITY OF CHICAGO MINIMUM WAGE ORDINANCE

MUNICIPAL CODE OF CHICAGO CHAPTER 1-24
CITY OF CHICAGO

The Minimum Wage Ordinance Applies to:

- Employers that maintain a business facility within the city of Chicago and/or are required to obtain a business license to operate in the city.
- Employees of an employer that is subject to the ordinance who work at least two hours in the city within the period of two weeks qualify for the minimum wage required by the ordinance. This includes domestic employees, day laborers and home health care workers. A union may waive its members' rights to receive the minimum wage as part of a collective bargaining agreement.

How the Minimum Wage Increase Works:

- The minimum wage may change every year. The 2019 increase was set by ordinance. Beginning in 2020 and every year thereafter, the minimum wage increase will be tied to the rate of inflation, but not to exceed 2.5 percent, and there will be no increase to the minimum wage in years when the unemployment rate in Chicago in the previous year was equal to or greater than 8.5 percent.

Effective Date	Non-Tipped Employees	Tipped Employees*
July 1, 2019	\$13.00	\$6.40
July 1, 2020	Amount to be determined and announced yearly on or before June 1 st .	

* Under both state law and the ordinance, if an employee's wages plus tips do not equal at least the number of hours worked times the applicable minimum wage, the employer must make up the difference.

How Businesses Can Comply with the Ordinance:

- The overtime minimum wage is the minimum wage multiplied by 1.5. For example, the minimum overtime wage beginning on July 1, 2019, is \$13.00 times 1.5, which is \$19.50 per hour. A tipped minimum wage employee is entitled to an overtime rate of at least \$19.50 minus the maximum tip allowance - i.e., beginning July 1, 2019, at least \$19.50 minus \$6.60 (the current maximum tip allowance), which equals at least \$12.90 per hour.
- Employers are required by ordinance to post this notice of minimum wage increases and employees' rights in their business facilities and to provide the notice with each Covered Employee's first paycheck after the wage increases go into effect.
- For new employees hired after the minimum wage increase goes into effect, this notice must also be provided with their first paycheck.
- Employers must maintain records that support all wages paid to employees and make such records available to the Commissioner of the Department of Business Affairs and Consumer Protection (BACP) upon request.
- Employers may not discriminate or take any adverse action against any employee in retaliation for exercising the employee's rights under this ordinance.
- Employers can be fined \$500-\$1,000 per offense for violations of the ordinance, in addition to facing license suspension or revocation and orders to pay restitution to underpaid employees.

Employee Rights Under the Ordinance:

- Employees, individually or collectively, who believe that they have not received the increased minimum wage may call 311 to report a violation of the ordinance to the City of Chicago.
- A complaint affidavit must be fully completed and returned for BACP to initiate an investigation.
- Employees are not required to provide, and the City will not request, information regarding the immigration status of any person filing a complaint.
- BACP does not act as the employee's private attorney. Any employee has the right to file a private civil action against the employer in circuit court if the employee was paid less than the minimum wage allowed by law. Employees may be able to recover three times the amount of underpayment plus costs and reasonable attorneys fees.



For complaints, call:

311

For additional information:

WWW.CHICAGO.GOV/BACP



NOTICE TO EMPLOYERS AND EMPLOYEES

CITY OF CHICAGO PAID SICK LEAVE ORDINANCE

MUNICIPAL CODE OF CHICAGO CHAPTER 1-24 • EFFECTIVE DATE: JULY 1, 2017
CITY OF CHICAGO • MAYOR RAHM EMANUEL

The Paid Sick Leave Ordinance Applies to:

- Employers that maintain a business facility within the City of Chicago and/or are required to obtain a business license to operate in the city.
- Employees of an employer that is subject to the Ordinance who work at least 80 hours within any 120-day period qualify. This includes domestic employees, day laborers, tipped workers, and home health care workers.

How Paid Sick Leave is Calculated:

- Paid sick leave begins to accrue either on the 1st calendar day after the start of employment or on July 1, 2017, whichever is later.
- For every 40 hours worked, an employee earns one hour of paid sick leave in full hour increments.
- Salaried employees who are exempt from overtime requirements shall accrue one hour of Paid Sick Leave for each week of employment.
- Paid sick leave hours are capped at 40 hours per 12-month period unless the employer sets a higher limit.
- At the end of a 12-month accrual period, employees must be allowed to carry over up to half of unused paid sick leave (a maximum of 20 hours) unless the employer sets a higher limit.
- If subject to Family and Medical Leave Act (FMLA), each employee must be allowed to carry over up to 40 hours of unused paid sick leave, in addition to half of all unused paid sick time, to use exclusively for FMLA-eligible purposes.

How Businesses Can Comply with the Ordinance:

WHAT EMPLOYERS MUST DO:

- If employers already have a paid sick leave policy that meets the requirements of the Ordinance they are not required to provide additional paid leave.
- If the policy awards all paid sick leave immediately upon date of eligibility instead of an accrual method, employees must be provided 40 hours of paid sick leave within one calendar year of their date of eligibility the first year and 60 hours for each subsequent year.
- Employers must allow employees to begin taking paid sick leave no later than on the 180th calendar day after their start of employment.
- Employers are required to post this Notice of Paid Sick Leave in their business facilities and to provide the notice to each employee on July 1, 2017, or with the employee's first paycheck after hire.
- Employers must maintain records of paid sick leave accrued and make such records available to the Commissioner of the Department of Business Affairs and Consumer Protection (BACP) upon request.
- Employers may not discriminate or take any adverse action against any employee in retaliation for exercising rights under this Ordinance.
- Employers may be fined \$500-\$1,000 per offense for violations of the Ordinance, in addition to facing license suspension or revocation and ordered to pay restitution to employees.

WHAT EMPLOYERS MAY DO:

- Employers may set a reasonable minimum for requested time off not to exceed 4 hours per day.
- If the use of paid sick leave is reasonably foreseeable, employers may require up to seven days' notice before leave is taken. If the need is not reasonably foreseeable, an employer may require notification as soon as practicable on the day the leave is taken unless the employee is unable to give notice because of medical incapacitation.
- If an employee is absent for more than three consecutive work days, employers may require documentation for the use of paid sick leave. Employers cannot require that the documentation specify the nature of injury, illness or condition. Employers cannot deny paid sick leave or delay wages due to not yet receiving documentation.
- Employers may take disciplinary action, up to and including termination, against employees who use paid sick leave for purposes other than described in the Ordinance.

Employee Rights Under the Ordinance:

Employers cannot require employees to find replacement workers to cover their hours off in order to use their paid sick leave.

EMPLOYEES MAY USE PAID SICK LEAVE WHEN:

- They are ill or injured, or to receive medical care, treatment, diagnosis or preventative medical care;
- A family member is ill or injured, or to care for a family member receiving medical care, treatment, diagnosis or preventative medical care;
- They or a family member are victims of domestic violence or sex offense; or
- Their place of business is closed by order of a public official due to public health emergency, or they have a child who needs care because their school or place of care is closed due to a public health emergency.
- Employees who believe they have not received paid sick leave may call 311 to report a violation of the Ordinance to the City of Chicago.
- A complaint affidavit must be fully completed and returned to BACP to initiate an investigation.
- Employees are not required to provide, and the City will not request, information regarding the immigration status of any person filing a complaint.
- BACP does not act as the employee's private attorney. Any employee has the right to file a private civil action against the employer in circuit court if the employer violated the provisions of the Ordinance.



For complaints, call:

311



For additional information:

WWW.CITYOFCHICAGO.ORG/BACP

CITY OF CHICAGO • DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION

COOK COUNTY EARNED SICK LEAVE ORDINANCE

NOTICE TO EMPLOYEES • EFFECTIVE JULY 1, 2017

In most cases, you are covered by the Cook County Earned Sick Leave Ordinance if:

- You have worked for your employer in Cook County for at least 2 hours in any two-week period, and
- Your employer has a place of business in Cook County.

You are entitled to:

- Earn **one hour** of earned sick leave **for every 40 hours worked** for your employer in Cook County;
- You may **use earned sick leave when you or a family member are ill**, receiving medical care, or the victim of domestic violence or stalking, or a public health emergency closes work, school or daycare;
- You **must be paid for earned sick leave** at your usual rate of pay, no later than the next payroll period;
- **Maximum accrual and use** of earned sick leave generally is **40 hours per year**;
- If you do not use all the earned sick leave you earn in a given year, generally you are entitled to **carry over half** of those **unused hours** to use in the following year (up to a maximum carryover of 20 hours);
- And you may be entitled to **additional benefits** under the Ordinance **if your employer is covered by the federal Family Medical Leave Act (FMLA)** and you are eligible for FMLA leave.

Your employer is prohibited from:

- Retaliating against you for exercising Ordinance rights (*e.g.*, using earned sick leave, filing a claim); or
- Requiring you to search for or find a replacement to cover your work hours while you are on leave.

Your employer is allowed to:

- Impose written rules for: the **minimum increments of time** (4 hours or less) in which earned sick leave can be used; the **type and timing of notice required** for reasonably foreseeable absences; the **minimum duration of employment** before initial use of earned sick leave (not to exceed 180 days).
- Adopt **equivalent alternative practices** to meet its Ordinance obligations (*e.g.*, grant estimated earned sick leave for the year up front) (*see* Part 600 of the Commission's Earned Sick Leave Rules).

If you believe your employer may have violated this Ordinance:

- The Commission encourages (but does not require) you to **discuss your concerns with your employer**. Employers may use different terminology to describe employee benefits or may have adopted an approved alternative practice to comply with the Ordinance. The Commission's website and Earned Sick Leave Rules are resources for helping you and your employer understand what the Ordinance requires.
- If you cannot talk to your employer because of fear of retaliation or you remain unsatisfied with your employer's explanation of your benefits, **contact the Commission for assistance**.
- If you wish to **file a complaint with the Commission** because your employer has violated the Ordinance, you must generally do so **within 3 years** of the violation. Complaints can also be filed directly in the Circuit Court of Cook County without filing at the Commission first.
- The Commission is available to assist (or receive complaints), Monday – Friday (excluding County holidays) from 9 a.m. – 4 p.m., or by appointment outside of these hours. You may contact the Commission by email, telephone or in person.

COOK COUNTY COMMISSION ON HUMAN RIGHTS

69 W. Washington, 30th Floor, Chicago, IL 60602

email: human.rights@cookcountyil.gov phone: 312-603-1100

COOK COUNTY MINIMUM WAGE ORDINANCE

NOTICE TO EMPLOYEES • EFFECTIVE JULY 1, 2019

In most cases, you are covered by the Cook County Minimum Wage Ordinance if:

- You have worked for your employer in Cook County for at least 2 hours in any two-week period, and
- Your employer has four or more employees (or you are a domestic worker) and either (i) maintains a business facility within Cook County or (ii) has a license issued by Cook County.

You are entitled to:

- Be paid at least the County’s minimum wage for each hour of work performed for your employer in Cook County.
- In the absence of an unexpected multi-dollar increase in the federal or State minimum wage, the Cook County minimum wage will be:

Date	For Non-Tipped Workers	For Tipped Workers
July 1, 2018 – June 30, 2019	\$11.00/hr.	\$5.10/hr. (base wage, excluding gratuities)
July 1, 2019 – June 30, 2020	\$12.00/hr.	\$5.25/hr. (base wage, excluding gratuities)
July 1, 2020 – June 30, 2021	\$13.00/hr.	Inflation-adjusted minimum wage calculated by the Commission and announced on its website by June 1 of each year
July 1, 2021 and beyond	Inflation-adjusted minimum wage calculated by the Commission and announced on its website by June 1 of each year	

- Beginning July 1, 2018 for tipped workers and July 1, 2021 for non-tipped workers, if warranted based on the rate of inflation in the previous year, the Commission will make an upward adjustment to the County’s minimum wage (unless the unemployment rate in Cook County is 8.5% or higher). The Commission will post the adjusted minimum wages on its website on or before June 1 of each year.
- Employers are **prohibiting from retaliating** against employees for exercising Ordinance rights.

If you believe your employer has underpaid you, or otherwise violated the Ordinance:

- Please visit the Commission’s website and review the Minimum Wage Rules (especially Rules 3.01-3.05 regarding Coverage), and/or email or call the Commission for assistance. Please have on hand a recent pay stub or any other evidence of your rate of pay and hours worked.
- If you wish to **file a complaint with the Commission** because your employer has violated the Ordinance, you generally must do so **within 3 years** of the violation. Complaints can also be filed directly in the Circuit Court of Cook County without filing at the Commission first.
- The Commission is available to assist (or receive complaints), Monday – Friday (excluding County holidays) from 9 a.m. – 4 p.m., or by appointment outside of these hours. You may contact the Commission by email, telephone or in person.

COOK COUNTY COMMISSION ON HUMAN RIGHTS

69 W. Washington, 30th Floor, Chicago, IL 60602

email: human.rights@cookcountyil.gov phone: 312-603-1100

For Ordinance, Rules and Complaint Forms, visit <https://www.cookcountyil.gov/service/minimum-wage-ordinance>



DEPARTAMENTO DE TRABAJO DE ILLINOIS

PUBLICACIÓN OBLIGATORIA PARA AGENCIAS DE SERVICIOS DE TRABAJO DIARIO Y TEMPORAL

El Acta de Servicios de Trabajo Diario y Temporal (820 ILCS 175/1 et seq) establece la regulación de agencias de trabajo diario y temporal, estipula los derechos y protecciones de los trabajadores, especifica las obligaciones y responsabilidades de las agencias de trabajo diario y temporal y de los clientes de las mismas, fija sanciones y procedimientos de cumplimiento por violaciones de la ley, y exige que los clientes que contratan agencias de trabajo diario o temporal verifiquen que éstas estén registradas con el Departamento de Trabajo. De lo contrario, los clientes enfrentan sanciones monetarias. A continuación se presenta un resumen de la ley. Sin embargo, la ley contiene información adicional que puede afectar cada caso o reclamo. Para más información sobre esta y otras leyes que hacemos cumplir, visite nuestra página de Internet: www.state.il.us/agency/idol.

Registro

Las agencias de trabajo diario y temporal localizadas en Illinois, o que realizan negocios en el Estado, deben registrarse con el Departamento de Trabajo de Illinois y presentar comprobantes de las aportaciones por desempleo requeridas y de un seguro válido para indemnización de los trabajadores, además de reportar cualquier problema en la cobertura para indemnización de los trabajadores al Departamento. Las agencias registradas aparecen en nuestra página de Internet: www.state.il.us/agency/idol/listings/dlagency.htm

Cada una de las agencias debe colocar en las áreas públicas de acceso de cada sitio de trabajo o sucursal un aviso proporcionado por el Departamento de Trabajo que resume las disposiciones de la ley, además de un número de teléfono gratuito para reportar violaciones y quejas. Este aviso deberá estar en inglés o en cualquier otro idioma que sea entendido de forma general en la localidad de la agencia. Las agencias deben además colocar en áreas públicas de acceso cualquier otro anuncio ordenado por autoridades estatales o federales.

Avisos Obligatorios a los Empleados

Las agencias de servicios de trabajo diario y temporal deben entregar a los trabajadores un **aviso de empleo** al momento del despacho, describiendo los términos y condiciones de su empleo, incluyendo el tipo de trabajo que deberán realizar, el sueldo que recibirán, el nombre, domicilio y ubicación donde se realizará el trabajo, términos de transporte y si se proporcionarán alimentos y equipo, así como cualquier costo correspondiente a dichos alimentos y equipo.

Las agencias de servicios de trabajo diario y temporal deben además entregar a cada trabajador un **aviso de pago**. Este aviso debe de incluir el nombre, domicilio y teléfono de cada cliente para quien se realizó el trabajo, el número de horas trabajadas por cada cliente de la agencia cada día durante el periodo de pago, el sueldo por todas las horas trabajadas, incluyendo cualquier bono o pago adicional, el monto total ganado durante el periodo del día y todos los descuentos realizados por comidas, equipo, impuesto sobre la renta y retenciones del seguro social, así como cualquier otro descuento. Este aviso debe ser entregado al momento que se entregue el pago.

En el caso de trabajadores contratados para laborar un solo día, los clientes de la agencia deben entregar a los trabajadores un **formulario de verificación de trabajo** al final de la jornada que contenga la fecha, el nombre del trabajador, el lugar de trabajo y las horas trabajadas ese día.

Un trabajador que sea enviado por una agencia a un cliente de ésta, pero que no sea utilizado por dicho cliente, debe recibir de la agencia el pago correspondiente a un mínimo de cuatro horas a la tarifa acordada. Sin embargo, si dicho trabajador recibe trabajo durante el mismo turno en otro lugar, recibirá el pago correspondiente a dos horas a la tarifa acordada (además del pago por las horas trabajadas durante ese turno).

Sueldos y Descuentos

El sueldo pagado a los trabajadores diarios y temporales deben cumplir con todas las leyes estatales y federales, incluyendo las leyes del salario mínimo y tiempo extra, y el monto total descontado por alimentos y equipo no debe ocasionar que el sueldo por hora de un trabajador sea menor que el salario mínimo estatal o federal. Las agencias no pueden hacer descuentos al cheque de un trabajador a menos que el trabajador apruebe los descuentos por escrito en un formulario proporcionado por el Departamento de Trabajo, y las agencias no pueden cobrar a los trabajadores por cambiar los cheques expedidos por su agencia.

Requisitos de Mantenimiento de Registros

Las agencias de servicios de trabajo diario y temporal deben llevar y mantener por un período de tres años registros detallados relacionados con el empleo de cada trabajador diario y temporal. Estos registros deben estar abiertos a inspección por parte del Departamento de Trabajo durante el horario normal de trabajo. Además, los registros relacionados con un trabajador en particular y con las horas facturadas a los clientes de las agencias por el trabajo del mismo deben ser puestos a disposición del trabajador para que éste los revise o los copie dentro de los 5 días posteriores a una solicitud por escrito.

Transporte

Las agencias de servicios de trabajo diario y temporal, los clientes de las mismas (y sus contratistas o agentes) tienen prohibido cobrar a los trabajadores el transporte entre la agencia y el sitio de trabajo designado. Las agencias, los clientes de las mismas (y sus contratistas o agentes) son responsables de la conducta y del desempeño de las personas que ofrecen el transporte, y los choferes deben contar con una licencia válida y adecuada para conducir vehículos automotores, prueba de responsabilidad financiera y asientos con cinturones de seguridad para todos los pasajeros. Toda violación a estos requisitos que sea descubierta por el Departamento será remitida a las autoridades o dependencias regulatorias correspondientes.

Restricciones a los Honorarios de Colocación

Las agencias de servicios de trabajo diario y temporal no pueden restringir el derecho de un trabajador a aceptar un puesto permanente con un cliente de la agencia con quien haya sido enviado a trabajar. Tampoco pueden restringir el derecho de un cliente a ofrecer empleo al trabajador que fue contratado por día o temporalmente. Sin embargo, las agencias de servicios de trabajo diarios y temporales pueden cobrar honorarios **limitados** de colocación a los clientes que ofrezcan empleo a los trabajadores diarios y temporales.

Prohibición de Represalias contra los Trabajadores/Derecho Privado de Acción

Las agencias de servicios de trabajo diario y temporal y sus clientes tienen prohibido tomar represalias en contra de los trabajadores por hacer valer sus derechos, incluyendo presentar una queja, atestiguar o participar en una investigación al amparo de esta ley. Cualquier represalia tomada en contra de un trabajador por violar esta ley estará sujeta a sanciones civiles o a una acción jurídica privada. Además de los recursos administrativos disponibles a través del Departamento de Trabajo de Illinois. Una persona afectada por cualquier violación de esta ley puede presentar una demanda en la corte de Circuito de Illinois.

**Para reportar violaciones o presentar una queja,
llame a nuestro teléfono gratuito:**

1-877-314-7052



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 website at: www.state.il.us/agency/idol.

Registration

Day and temporary labor agencies located in or transacting business in Illinois must register with the Illinois Department of Labor, provide proof of required unemployment insurance contributions and valid workers' compensation insurance and report any lapse in workers' compensation coverage to the Department. Registered agencies are listed on the Department's website 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 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, 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).

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.

Recordkeeping 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 during normal business hours. In addition, records relating to an individual 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.

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 hotline at:**

1-877-314-7052



Emergency Care for **CHOKING**

CONSCIOUS VICTIM

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



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

**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).
IF YOU ARE ALONE, perform 5 sets of 30 compressions and 2 breaths before
leaving to call 911. Follow these steps.



1
Give 30 compressions pushing
down **AT LEAST 2 inches** on the
center of the chest. Place one hand
on top of the other. Push hard.



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



3
With the airway open,
attempt to give **TWO** breaths.
If unsuccessful, return to
compressions.

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

Illinois Department of Public Health
Emergency Medical Systems and Highway Safety
422 S. 5th St., Third Floor
Springfield, IL 62701 • 217-785-2080

Standards for CPR and ECC are consistent with
American Heart Association recommendations.

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

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.



RETALIATION

It is also unlawful for employers to treat people differently because they have reported discrimination, participated in an investigation, or helped others exercise their right to complain about discrimination.

REPORT DISCRIMINATION

To report discrimination, you may:

1. Contact your employer's human resources or personnel department.
2. Contact the Illinois Department of Human Rights (IDHR) to file a charge.
3. Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns.

Chicago:
James R. Thompson Center
100 West Randolph Street, Suite 10-100
Chicago, IL 60601
(312) 814-6200
(866) 740-3953 (TTY)
(312) 814-6251 (Fax)

Springfield:
535 W. Jefferson Street
1st Floor
Springfield, IL 62702
(217) 785-5100
(866) 740-3953 (TTY)
(217) 785-5106 (Fax)

Website: www.illinois.gov/dhr
Email: IDHR.Intake@illinois.gov

Employers shall make this poster available and display it where employees can readily see it.

This notice is available for download at: www.illinois.gov/dhr

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Department of Labor IDOL

State of Illinois

NOTICE TO INDIVIDUALS PERFORMING SERVICES FOR CONSTRUCTION CONTRACTORS

REQUIRED POSTING – Contractors that have one or more individuals **not** classified as employees must post this notice in a conspicuous place on each jobsite and in their offices.

EMPLOYEE CLASSIFICATION ACT (820 ILCS 185/1-999) Effective Date: January 1, 2008

The Employee Classification Act establishes criteria to determine if an individual performing services for a construction contractor is an employee of the contractor or is an independent contractor. Individuals performing services for contractors on or after January 1, 2008 are presumed to be employees of the contractor unless they meet criteria specified in Section 10 of the law. The Act seeks to ensure that workers in the construction industry are offered protections under numerous labor laws, including minimum wage, overtime, workers' compensation and unemployment insurance and are not misclassified as independent contractors in order to avoid tax and labor law obligations.

Any aggrieved individual or interested party has the right to file a complaint with the Department of Labor or file a private lawsuit seeking remedies for misclassification violations, including collection of any wages, employment benefits or other compensation denied or lost, monetary damages, attorney's fees and court costs. Contractors determined to be in violation of the Act are subject to civil and criminal penalties.

It is a violation of the Act to discharge an individual for exercising any rights, including making a complaint or testifying in an investigation under the Act, subject to additional damages, attorney's fees and costs.

For more information or to file a complaint, contact:

AVISO A PERSONAS QUE TRABAJAN PARA CONTRATISTAS EN EL AREA DE LA CONSTRUCCION

FIJACION OBLIGATORIA – Contratistas que disponen de uno ó más individuos que **no** son catalogados como "empleados" deben de fijar este aviso en un lugar sobresaliente en cada sitio de trabajo y en sus oficinas.

LA LEY DE CODIFICACION PARA EL EMPLEADO (820 ILCS 185/1-999) Fecha Vigente: el 1° de enero del 2008

La Ley de Codificación Para el Empleado decreta normas para determinar si una persona que trabaja para contratistas en el área de la construcción es un "empleado" del contratista ó si es un "contratista independiente." A partir del 1° de enero personas que trabajan para contratistas son presuntamente empleados, al menos que ellos cumplan ciertos criterios establecidos en la Sección 10 de esta ley. La ley intenta asegurar que trabajadores en la industria de la construcción sean protegidos bajo varias leyes de trabajo (incluyendo la del salario mínimo, horas extras, protección laboral y seguro de desempleo) y que no sean clasificados erróneamente como "contratistas independientes" para que el contratista pueda evitar sus obligaciones en relación a impuestos y las leyes de trabajo.

Cualquier persona perjudicada, ó que tenga un interés directo, tiene el derecho de presentar un reclamo con el Departamento de Trabajo, ó puede presentar una demanda privada demandando remedios por infracciones al ser clasificados erróneamente (incluyendo recopilación de salario, beneficios por ser empleado ó cualquier otra compensación que le fue negada ó perdida, así como también pérdidas monetarias y costos de abogado y de la corte). Contratistas a quienes se les haya determinado que han violado la ley son sujetos a sanciones civiles y criminales.

Es una infracción despedir a un trabajador por ejercer sus derechos bajo esta ley (incluyendo el poner un reclamo ó por dar testimonio en una investigación bajo esta ley) y puede ser sujeto a daños adicionales, costos de abogado y de la corte.

Para más información ó para presentar un reclamo, comuníquese al:

OBWIESZCZENIE DLA OSÓB WYKONUJĄCYCH PRACĘ NA ZLECENIE DLA FIRM BUDOWLANO-KONTRAKTORSKICH

WYMAGA SIĘ WYWIESIĆ W MIEJSCU PRACY – Właściciele firm budowlanych, zatrudniający osoby oficjalnie **nie** będące pracownikami firmy, muszą wywiesić powyższą informację w miejscu ogólnie dostępnym dla wszystkich pracowników w biurze jak i we wszystkich miejscach pracy po za biurom.

USTAWA DOTYCZĄCA KLASYFIKACJI PRACOWNIKÓW (820 ILCS 185/1-999) Obowiązuje od 1 stycznia, 2008

Ustawa dotycząca klasyfikacji pracowników ustala kryteria czy osoba wykonująca pracę na zlecenie dla firmy budowlano-kontraktorskiej jest pracownikiem firmy zlecającej usługi czy też jest pracownikiem niezależnym. Z dniem 1 stycznia, 2008, osoby wykonujące usługi na zlecenie dla właścicieli firm budowlanych są uznawane za pracowników firm dla których wykonują zlecenie; wyjątek stanowi spełnienie kryteriów zawartych w Paragrafie 10 Kodeksu Pracy. Ustawa ma za zadanie chronić praw, osób zatrudnionych w przemyśle budowlanym, zagwarantowanych przez prawo pracy, włączając prawo do minimalnej stawki, nadgodzin, odszkodowań i ubezpieczeń; oraz przeciwdziałać uchyleniom od płacenia podatków i przestrzegania zobowiązań dotyczących prawa pracowników.

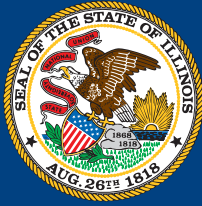
Każda osoba, której prawa zostały naruszone, oraz osoby postronne mogą złożyć skargę w Departamencie Pracy lub też dochodzić swoich praw drogą sądową, włączając domaganie się zwrotu zaległych płac, ubezpieczenia, które w związku z powyższym zostało pracownikowi odmówione lub odebrane, odszkodowań, oraz zwrotu kosztów sądowych. Właściciele firm budowlanych, którzy nie przestrzegają Ustawy, będą poddani karze.

Jest niezgodnym z Ustawą zwalnianie pracownika, który domaga się swoich praw, złożył zażalenie, lub też jest świadkiem w rozprawie dotyczącej naruszenia Ustawy, i stanowi podmiot do odszkodowania i dodatkowych kosztów sądowych.

Aby złożyć skargę lub uzyskać więcej informacji skontaktuj się z:

Illinois Department of Labor
One West Old State Capitol Plaza
Room 300
Springfield, IL 62701
(217) 782-1710
www.state.il.us/agency/idol





State of Illinois
Department of Labor

Your Rights Under Illinois Employment Laws

Wage Increases Schedule

Effective July 1, 2020\$10.00
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

Minimum Wage \$9.25 per hour (Effective Jan. 1, 2020) 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 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.

Equal Pay Act

- Requires employers to pay equal wages to men and women doing the same or substantially similar work, unless such wage differences are based upon a seniority system, a merit system, or factors other than gender.
- 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.

Hotline: 1-866-EPA-IDOL

Domestic or Sexual Violence Leave

Victims' Economic Security and Safety Act

Provides employees who are victims of domestic or sexual violence, or who have family members who are victims, with up to 12 weeks of unpaid leave during a 12-month period.

Phone: 312-793-6797

Meal and Rest Periods

One Day Rest in Seven Act

- Provides employees with 24 consecutive hours of rest each calendar week.
- Employers may obtain permits from the Department allowing employees to voluntarily work seven consecutive days.
- Employees working 7 1/2 continuous hours must be allowed a meal period of at least 20 minutes no later than 5 hours after the start of work.

Phone: 312-793-2804

Child Labor

Workers under Age 16

- Children under the age of 14 may not work in most jobs, except under limited conditions.
- 14 and 15-year-olds may work if the following requirements are met:
 - Employment certificates have been issued by the school district and filed with the Department of Labor confirming that a minor is old enough to work, physically capable to perform the job, and that the job will not interfere with the minor's education;
 - The work is not deemed a hazardous occupation (a full listing can be found on our website);
 - Work is limited to 3 hours per day on school days, 8 hours per day on non-school days and no more than 6 days or 48 hours per week;
 - Work is performed only between the hours of 7 a.m. to 7 p.m. during the school year (7 a.m. to 9 p.m. June through September); and
 - A 30-minute meal period is provided no later than the fifth hour of work.

Hotline: 1-800-645-5784

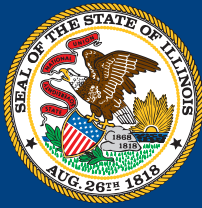
This is a summary of laws that satisfies Illinois Department of Labor posting requirements. For a complete text of the laws, visit our website at:

www.labor.illinois.gov

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.



Estado de Illinois
Departamento del Trabajo

Sus derechos bajo las leyes laborales de Illinois

Calendario de aumentos salariales

Efectivo el 1 de julio de 2020	\$10.00
Efectivo el 1 de enero de 2021	\$11.00
Efectivo el 1 de enero de 2022	\$12.00
Efectivo el 1 de enero de 2023	\$13.00
Efectivo el 1 de enero de 2024	\$14.00
Efectivo el 1 de enero de 2025	\$15.00

Salario mínimo de \$9.25 por hora (En vigencia el 1 de enero de 2020) y tiempo extra

- **Cobertura:** Aplica para los empleadores con 4 o más empleados. Los trabajadores domésticos quedan cubiertos aunque el empleador tenga un solo trabajador. Ciertos trabajadores no quedan cubiertos por la Ley del Salario Mínimo, y algunos pudieran recibir un pago menor al salario mínimo bajo circunstancias específicas. Para mayor información, visite nuestro sitio web. (Vea el calendario de aumentos salariales arriba).
- **Empleados que reciben propinas:** Deberán recibir un pago de al menos el 60 % del salario mínimo aplicable. Si las propinas del empleado sumadas al salario que recibe del empleador no equivalen al salario mínimo, el empleador deberá compensar la diferencia.
- **Tiempo extra:** La mayoría de los empleados remunerados por hora y algunos empleados asalariados están cubiertos por la Ley del Tiempo Extra, y deberán ser compensados por tiempo y la mitad de su paga regular por las horas trabajadas por encima de 40 horas en una semana laboral.

Línea directa: 1-800-478-3998

Salarios no pagados

Ley para el Pago de Salarios y Cobranza

- Los empleados deberán recibir su compensación final, incluidos salarios acumulados, vacaciones pagadas, comisiones y bonos, en su siguiente día de pago programado regular.
- No se permiten deducciones no autorizadas a los cheques de pago, excepto según se especifica en la ley.
- Los empleadores deberán reembolsar a los empleados todos los gastos o pérdidas necesarios en los que incurran estos últimos durante el desarrollo de sus labores y en relación con servicios llevados a cabo en favor del empleador. El empleado deberá enviar una solicitud de reembolso en un lapso de 30 días calendario, a menos que alguna política del empleador permita un tiempo mayor para el efecto.

Ley de igualdad salarial

- Esta ley exige a los empleadores que paguen salarios iguales a hombres y mujeres que realicen los mismos trabajos o trabajos sustancialmente similares, a menos que dichas diferencias salariales se basen en un sistema de antigüedad, méritos u otros factores distintos del género de la persona.
- Los empleadores y las agencias de empleo tienen prohibido preguntar a los solicitantes acerca de su historial de remuneración.
- Los empleados podrán divulgar o hablar acerca de sus propios salarios, beneficios y otras compensaciones con sus compañeros de trabajo y colegas.
- Los empleadores tienen prohibido pagar menos a los empleados de origen afroamericano que a aquellos que no son afroamericanos.

Línea directa: 1-866-EPA-IDOL

Licencia por violencia doméstica o sexual

Ley para la Seguridad Económica de las Víctimas

Provee a los empleados que son víctimas de violencia doméstica o sexual, o a quienes tienen un familiar que es una víctima, hasta 12 semanas de licencia sin goce de sueldo en un periodo de 12 meses.

Teléfono: 312-793-6797

Periodos para comer y descansar

Ley de un Día de Descanso por Siete de Trabajo

- Provee a los empleados 24 horas consecutivas de descanso durante cada semana calendario,
- Los empleadores podrán conseguir permisos del Departamento para autorizar que los empleados trabajen siete días consecutivos de manera voluntaria.
- Los empleados que trabajen 7 1/2 horas continuas deberán contar con un periodo para comer de por lo menos 20 minutos como máximo 5 horas después de iniciar su turno laboral.

Teléfono: 312-793-2804

Trabajo infantil

Trabajadores menores de 16 años

- Los niños menores de 14 años no podrán ocupar la mayoría de los puestos de trabajo, excepto en condiciones limitadas.
- Las personas de 14 y 15 años podrán trabajar si se cumplen los siguientes requisitos:
 - Se han emitido certificados de empleo por parte del distrito escolar, y estos se han presentado al Departamento del Trabajo, confirmando que un menor tiene edad suficiente para trabajar, es capaz físicamente de desempeñar el trabajo, y que las labores no interfieren con su educación;
 - Se ha determinado que el trabajo no es una ocupación de riesgo (la lista completa se puede consultar en nuestro sitio web);
 - El trabajo se limita a 3 horas diarias en días de escuela, 8 horas diarias en días que no hay escuela, y por un máximo de 6 días o 48 horas por semana;
 - El trabajo se lleva a cabo únicamente entre las 7 a. m. y las 7 p. m. durante el año escolar (de 7 a. m. a 9 p. m. de junio a septiembre); y
 - Se proporciona un periodo para comer de 30 minutos antes de que hayan pasado 5 horas del turno laboral.

Línea directa: 1-800-645-5784

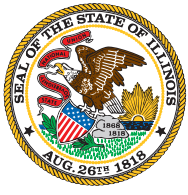
Este es un resumen de las leyes que cumple con los requisitos de divulgación del Departamento del Trabajo de Illinois. Para ver el texto completo de las leyes, visite nuestro sitio web en:

www.labor.illinois.gov

Para mayor información o para presentar una queja, contáctenos en:

160 N. LaSalle St, Suite C-1300, Chicago, IL 60601 • Chicago 312.793.2800 • Springfield 217.782.6206 • Marion 618.993.7090

ESTE CARTEL DEBE EXHIBIRSE DONDE. LOS EMPLEADOS PUEDAN VERLO CON FACILIDAD.



Departamento de Trabajo de Illinois

Seguridad y Salud para Empleados Públicos

Fijación Obligatoria

La Ley de Inspección de Seguridad y Educación Pública (820 ILCS 220) y la Ley de Seguridad y Salud Pública (820 ILCS 225) proporcionan protecciones de salud y seguridad en el sitio de trabajo para empleados públicos.

Patrón

Responsabilidades y Derechos:

- **Proporcionar un Sitio de Trabajo Seguro:** Proporcionar un sitio de trabajo libre de condiciones peligrosas que puedan causar muerte ó daño físico a tus empleados.
- **Obedecer Leyes de Seguridad:** Cumplir con las leyes y los estándares de seguridad y salud ocupacional.
- **Fijar Avisos:** Fijar este aviso y otros avisos de infracción proveídos por el Departamento de Trabajo en el sitio de trabajo donde los trabajadores lo puedan ver.
- **Corregir Condiciones Peligrosas:** Corregir cualquier condición peligrosa identificada por el Departamento de Trabajo por las infracciones que fueron encontradas en la fecha de la infracción.
- **Solicitar Ayuda:** Pedir una consulta y/o entrenamiento que provee el Departamento de Trabajo para mejorar la seguridad y salud y para asegurar de estar cumpliendo los estándares requeridos en el sitio de trabajo.

Trabajador

Responsabilidades y Derechos:

- **Completar una Queja:** Notificar a su patrón ó llene una queja con el Departamento de Trabajo en relación a condiciones peligrosas sin miedo a represalias. El nombre que aparece en la queja permanecerá confidencial si usted se lo pide al Departamento.
- **Solicite una Inspección:** Pida una inspección de su sitio de trabajo en relación a las leyes de seguridad ocupacional, estándares y las leyes de salud.
- **Sea Protegido contra Represalias:** Si una represalia es hecha por su patrón en contra de usted por hacer una queja de seguridad, de salud ó por hacer ejercer sus derechos bajo las leyes de seguridad y salud, llene una queja con el Departamento de Trabajo dentro del lapso de 30 días.
- **Cumpliendo las Leyes:** Cumpliendo con todas las leyes de seguridad y salud que aplican a tus propias acciones y conducta en el trabajo.

Comuníquese con nosotros:

160 N. LaSalle, Suite C-1300
Chicago, IL 60601
(312) 793-7308
(312) 793-2081 fax

1 W. Old State Capitol Plaza, #300
Springfield, IL 62701
(217) 782-9386
(217) 785-8776 fax

2309 W. Main Street
Marion, IL 62959
(618) 993-7092
(618) 993-7258 fax



www.state.il.us/agency/idol

Illinois Department of Employment Security

NOTICE to workers about Unemployment Insurance Benefits



THE POSTING OF THIS NOTICE IS REQUIRED BY THE ILLINOIS UNEMPLOYMENT INSURANCE ACT.

FILING A CLAIM

The Illinois Unemployment Insurance Act provides for the payment of benefits to eligible unemployed workers and for the collection of employer contributions from liable employers. It is designed to provide living expenses while new employment is sought. Claims should be filed as soon as possible after separation from employment. Claims can be filed online at www.ides.illinois.gov or at the nearest Illinois Department of Employment Security office to the worker's home. To be eligible for benefits, an unemployed individual must be available for work, able to work and actively seeking work and, in addition, must not be disqualified under any provisions of the Illinois Unemployment Insurance Act.

Each employer shall deliver the pamphlet "What Every Worker Should Know About Unemployment Insurance" to each worker separated from employment for an expected duration of seven or more days. The pamphlet shall be delivered to the worker at the time of separation or, if delivery is impracticable, mailed within five days after the date of the separation to the worker's last known address. Pamphlets shall be supplied by the Illinois Department of Employment Security to each employer without cost.

A claimant may also be entitled to receive, in addition to the weekly benefit amount, an allowance for a non-working spouse or a dependent child or children. The allowance is a percentage of the average weekly wage of the claimant in his or her base period. The weekly benefit amount plus any allowance for a dependent make up the total amount payable.

If, during a calendar week an employee does not work full-time because of lack of work, he or she may be eligible for partial benefits if the wages earned in such calendar week are less than his or her weekly benefit amount. For any such week, employers should provide employees with a statement of "low earnings" which should be taken to their Illinois Department of Employment Security office.

NOTE: Illinois unemployment insurance benefits are paid from a trust fund to which only employers contribute. No deductions may be made from the wages of workers for this purpose.

Unemployment insurance information is available from any Illinois Department of Employment Security office. To locate the office nearest you, call 1-800-244-5631 or access the locations through our website at www.ides.illinois.gov.

BENEFITS

Every claimant who files a new claim for unemployment insurance benefits must serve an unpaid waiting week for which he has filed and is otherwise eligible.

The claimant's weekly benefit amount is usually a percentage of the worker's average weekly wage. The worker's average weekly wage is computed by dividing the wages paid during the two highest quarters of the base period by 26. The maximum weekly benefit amount is a percentage of the statewide average weekly wage. The minimum weekly benefit amount is \$51. The statewide average weekly wage is calculated each year.

If Your Benefit Year Begins:

Your Base Period Will Be:

This year between:

Last year between:

Jan. 1 and March 31

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

This year between:

Last year between:

April 1 and June 30

Jan. 1 and Dec. 31

This year between:

Last year between:

July 1 and Sept. 30

April 1 and Dec. 31 and this year between Jan. 1 and March 31

This year between:

Last year between:

Oct. 1 and Dec. 31

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

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

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

REPORTING TIPS

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

TAXATION OF BENEFITS

Unemployment insurance benefits are taxable if you are required to file a state or federal income tax return. You may choose to have federal and/or Illinois state income tax withheld from your weekly benefits. Since benefits are not subject to mandatory income tax withholding, if you do not choose to withhold, you may be required to make estimated tax payments using Internal Revenue Service Form 1040 ES and Illinois Department of Revenue Form IL 1040 ES.

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

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

WORKERS' COMPENSATION



is a system of benefits provided by law to most workers who have job-related injuries or illnesses. Benefits are paid for injuries that are caused, in whole or in part, by an employee's work. This may include the aggravation of a pre-existing condition, injuries brought on by the repetitive use of a part of the body, heart attacks, or any other physical problem caused by work. Benefits are paid regardless of fault.

IF YOU HAVE A WORK-RELATED INJURY OR ILLNESS, TAKE THE FOLLOWING STEPS:

1. GET MEDICAL ASSISTANCE. By law, your employer must pay for all necessary medical services required to cure or relieve the effects of the injury or illness. Where necessary, the employer must also pay for physical, mental, or vocational rehabilitation, within prescribed limits. The employee may choose two physicians, surgeons, or hospitals. If the employer notifies you that it has an approved Preferred Provider Program for workers' compensation, the PPP counts as one of your two choices of providers.

2. NOTIFY YOUR EMPLOYER. You must notify your employer of the accidental injury or illness within 45 days, either orally or in writing. To avoid possible delays, it is recommended the notice also include your name, address, telephone number, Social Security number, and a brief description of the injury or illness.

3. LEARN YOUR RIGHTS. Your employer is required by law to report accidents that result in more than three lost work days to the Workers' Compensation Commission. Once the accident is reported, you should receive a handbook that explains the law, benefits, and procedures. If you need a handbook, please call the Commission or go to the Web site.

If you must lose time from work to recover from the injury or illness, you may be entitled to receive weekly payments and necessary medical care until you are able to return to work that is reasonably available to you.

It is against the law for an employer to harass, discharge, refuse to rehire or in any way discriminate against an employee for exercising his or her rights under the Workers' Compensation or Occupational Diseases Acts. If you file a fraudulent claim, you may be penalized under the law.

4. KEEP WITHIN THE TIME LIMITS. Generally, claims must be filed within three years of the injury or disablement from an occupational disease, or within two years of the last workers' compensation payment, whichever is later. Claims for pneumoconiosis, radiological exposure, asbestosis, or similar diseases have special requirements.

Injured workers have the right to reopen their case within 30 months after an award is made if the disability increases, but cases that are resolved by a lump-sum settlement contract approved by the Commission cannot be reopened. Only settlements approved by the Commission are binding.

For more information, go to the Illinois Workers' Compensation Commission's Web site or call any office:

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

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

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



Illinois Department of Labor

Workplace Safety & Health for Public Employees

Required Posting

The Illinois Safety Inspection and Education Act (820 ILCS 220) and the Health and Safety Act (820 ILCS 225) provide workplace safety and health protections for public employees.

Employer

Responsibilities and Rights:

- **Provide a Safe Workplace:** Provide a workplace free from hazards that are likely to cause death or serious physical harm to your employees.
- **Obey Safety Laws:** Comply with state occupational safety and health laws and standards.
- **Post Notices:** Post this notice and any notices of citation issued by the Illinois Department of Labor in the workplace where employees will see it.
- **Correct Hazards:** Correct any hazards identified and cited by the Illinois Department of Labor by the date issued on the citation.
- **Request Help:** Request consultation and/or training seminars from the Illinois Department of Labor to improve safety and health and ensure compliance with workplace safety standards.

Employee

Rights and Responsibilities:

- **File a Complaint:** Notify your employer or file a complaint with the Illinois Department of Labor about hazards in the workplace without fear of retaliation. Complainant name will remain confidential upon request to the Department.
- **Request an Inspection:** Request an inspection of your workplace concerning occupational health or safety hazards.
- **Be Protected from Retaliation:** File a complaint with the Illinois Department of Labor within 30 days of retaliation by your employer for making safety and health complaints or for exercising your rights under safety and health laws.
- **Comply with Laws:** Comply with all safety and health rules that apply to your own actions and conduct on the job.

Contact us at:

160 N. LaSalle, Suite C-1300
Chicago, IL 60601
(312) 793-7308
(312) 793-2081 fax

1 W. Old State Capitol Plaza, #300
Springfield, IL 62701
(217) 782-9386
(217) 785-8776 fax

2309 W. Main Street
Marion, IL 62959
(618) 993-7092
(618) 993-7258 fax



www.state.il.us/agency/idol



State of Illinois
Department of Human Rights

IDHR



PREGNANCY and your RIGHTS in the WORKPLACE

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

If so, you have the right to:

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

PREGNANCY and your **RIGHTS** in the **WORKPLACE**

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

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



**For immediate help or if you have questions
regarding your rights.**

Call (312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY)

CHICAGO OFFICE

100 West Randolph Street,
10th Floor
Intake Unit
Chicago, IL 60601
(312) 814-6200

SPRINGFIELD OFFICE

222 South College St.,
Room 101-A
Intake Unit
Springfield, IL 62704
(217) 785-5100

**The charge process may be initiated by completing the form at:
<http://www.illinois.gov/dhr>**



State of Illinois
Department of Human Rights

IDHR



EL EMBARAZO y sus DERECHOS en el LUGAR de TRABAJO

¿Está usted embarazada, recuperándose del parto, o tiene una afección médica o común relacionada con el embarazo?

Si es así, usted tiene derecho a:

- Solicitarle a su empleador una adaptación razonable para su embarazo, como tener intervalos más frecuentes para ir al baño, recibir ayuda con el trabajo pesado, un espacio privado para la extracción de leche o tiempo libre para recuperarse de su embarazo.
- Rechazar una adaptación que no fue solicitado pero su empleador ofreció para su embarazo.
- Continuar trabajando durante su embarazo si hay una adaptación razonable disponible que le permitiría continuar realizando su trabajo.

Su empleador no puede:

- Discriminarla debido a su embarazo.
- Tomar represalias en su contra porque usted solicitó una adaptación razonable.

El EMBARAZO y sus DERECHOS en el LUGAR de TRABAJO

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

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 Department's fact sheet from our website at www.illinois.gov/dhr



Para obtener ayuda inmediata, o si tiene preguntas relacionadas con sus derechos, llame al (312) 814-6200, (217) 785-5100 o (866) 740-3953 (TTY)

OFICINA DE CHICAGO

100 West Randolph Street,
10th Floor
Unidad de Admisión
Chicago, IL 60601
(312) 814-6200

OFICINA DE SPRINGFIELD

222 South College St.,
101-A
Unidad de Admisión
Springfield, IL 62704
(217) 785-5100

El proceso de carga puede ser iniciado completando el formulario en:
<http://www.illinois.gov/dhr>



State of Illinois
Illinois Department of Public Health

NO SMOKING

Indoors or Within 15 Feet of Entrance



To file a complaint:

www.smoke-free.illinois.gov

866-973-4646

TTY 800-547-0466 (hearing impaired use only)



Smoke-Free Illinois Act 95-0017





Estado de Illinois
Departamento de Salud Pública de Illinois

NO FUMAR

Dentro de edificios o a 15 pies de la entrada



Para hacer un reclamo o presentar una queja:

www.smoke-free.illinois.gov

866-973-4646

TTY 800-547-0466 (sólo para sordos)



Ley 95-0017 Illinois No Fuma



COMPENSACION A LOS TRABAJADORES



es un sistema de beneficios que por ley se provee a la mayoría de trabajadores que se han enfermado o accidentado en el trabajo. Los beneficios son pagados por lesiones que son causadas en parte o completamente por el trabajo del trabajador. Esto puede incluir el agravante o una condición pre-existente, lesiones causadas por uso repetitivo de una parte del cuerpo, ataques cardiacos, o cualquier otro problema físico causado por el trabajo. Los beneficios son pagados sin importar la causa.

SI USTED SUFRE DE UNA LESION O ENFERMEDAD RELACIONADA AL TRABAJO, USTED DEBE TOMAR LAS SIGUIENTES MEDIDAS:

- 1. OBTENGA AYUDA MEDICA.** Por ley, su empleador debe pagar por todos los servicios médicos necesarios que se requieran para aliviar los síntomas de lesión o enfermedad. El trabajador puede escoger dos doctores, cirujanos u Hospitales. Si es necesario, el empleador debe pagar por rehabilitación física, mental o profesional dentro de los límites establecidos.
- 2. NOTIFIQUE A SU EMPLEADOR.** Usted debe notificar a su empleador del accidente o enfermedad dentro de 45 días, ya sea por escrito o verbalmente. Para evitar posibles demoras, es recomendable que la nota incluya su nombre, dirección, número telefónico, número de Seguro Social, y una breve descripción de la lesión o enfermedad.
- 3. CONOZCA SUS DERECHOS.** Su empleador por ley debe reportar accidentes que resulten en más de tres días de ausencia al trabajo, a la Comisión de Compensación para Trabajadores. Una vez que el accidente es reportado, usted recibirá un manual que explica la ley, beneficios y procedimientos. Si necesita un manual, por favor llame a la Comisión o visite nuestra red.

Si usted tiene que faltar al trabajo para recuperarse de la lesión o enfermedad, usted tiene derecho a recibir pagos semanales y atención médica necesaria hasta que este capacitado para regresar a trabajar y que el trabajo este de acuerdo a sus capacidades.

Es contra la ley que el empleador moleste, despida o se niegue a reemplazar o de alguna manera discrimine contra un trabajador por ejercitar sus derechos de conformidad con las leyes que rigen el seguro de accidentes de trabajo de enfermedades profesionales. Si usted hace una demanda fraudulenta, podrá ser castigado por la ley.

- 4. MANTENGASE DENTRO DEL LIMITE DE TIEMPO.** Usualmente, las quejas deben ser presentadas dentro de los primeros tres años del accidente o incapacidad de una enfermedad profesional, o dentro de dos años del último pago de compensación de trabajo, lo que sea más reciente. Quejas por neumoconiosis, exposición radiológica, asbestos, o enfermedades similares tienen requerimientos especiales.

Los trabajadores accidentados tienen derecho para volver a abrir su caso dentro de 30 meses después que la Comisión haya otorgado una decisión y la incapacidad haya incrementado, pero en casos resueltos por una suma global aprobada por la Comisión no pueden volver a abrirse. Únicamente las decisiones aprobadas por la Comisión son obligatorias.

Para mas información, visite la Red de la Comisión de Compensación para Trabajadores o llame a nuestras oficinas:

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

LOS EMPLEADORES DEBEN EXHIBIR ESTE AVISO EN UN LUGAR VISIBLE PARA TODOS LOS TRABAJADORES Y LLENAR LA INFORMACIÓN REFERENTE A LA COMPAÑIA DE SEGUROS.

Nombre:			
Dirección de la Compañía:			
Teléfono de la Compañía:			
Fecha efectiva:		Fecha de terminación:	
Número de Póliza:		FEIN del Empleador:	