



# OSHA® Job Safety and Health Occupational Safety Ind Health Administration Job Safety and Health IT'S THE LAW!

### All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

### **Employers must:**

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are

available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

#### **Federal Minimum Wage** Employers subject to the state to pay the higher rate

An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural

file a complaint or participate in any proceeding under the FLSA. · Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provision Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by · Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Some state laws provide greater employee protections; employers must comply with both.
 Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not. The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the · Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum

FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk. ENFORCEMENT:

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum

#### **Equal Employment Opportunity** EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

es (current and former), including managers and temporary employees

What Organizations are Covered?

• Most private employers

• State and local governments (as employers)

• Educational institutions (as employers) What Types of Employment Discrimination are Illegal?
Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of: Sex (including pregnancy and related conditions, sexual orientation, or gender identity)
 Age (40 and older)

Disability
 Cenetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family

What can You Do if You Believe Discrimination has Occurred? stact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filling a charge of primination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways: Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx Call 1-800-669-4000 (toll free)

Call 1-800-669-4000 (Communication of the Call of the

Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS
The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases: Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin
Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of Asking About, Disclosing, or Discussing Pay
Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSAs child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor

employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who

1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd WAGE AND HOUR DIVISION • WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

wage under special certificates issued by the Department of Labor.

Disability
Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the memboyer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employement qualified individuals with disabilities at all levels of employement including the presentative forms. Frotected Veteran Status The Vitehma Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty warrium or campaign badge veterans, or Armed Forces (i.e., within three years of discharge or release from active duty), active duty warrium or campaign badge veterans, or Armed Forces

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities The Office of Federal Contract Compliance Programs (OFCCP)

If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VII of the Civil Rights Act of 1964, as amended prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

# **ISERRA**

C.R.S. § 24-34-401 et seq.

REASONABLE ACCOMMODATIONS FOR DISABILITIES:

IT SHALL BE A DISCRIMINATORY OR UNFAIR EMPLOYMENT PRACTICE: to REFUSE TO HIRE, to DISCHARGE, to PROMOTE or DEMOTE, to HARASS during the course of employment, or to discriminate IN MATTERS of COMPENSATION, TERMS, CONDITIONS, or PRIVILEGES of employment.

DISABILITY RACE, CREED, COLOR, SEX. SEXUAL ORIENTATION (including TRANSGENDER STATUS), RELIGION AGE, NATIONAL ORIGIN or ANCESTRY, or, in certain circumstances, MARRIAGE TO A COWORKER

An employee with a disability is entitled to a reasonable accommodation(s) which is necessary to perform the essential functions of the job. An accommodation is not reasonable if its provision would result in an undue hardship on the

PREGNANT WORKERS FAIRNESS ACT — C.R.S. § 24-34-402.3 An employee with a health condition(s) related to pregnancy or physical recovery from childbirth is entitled to a reasonable accommodation(s) necessary to perform the essential functions of the job. An accommodation is not reasonable if its

RETALIATION PROHIBITED — C.R.S. & 24-34-402(e)

It is a discriminatory act to retaliate against a person who opposes a discriminatory practice or who participates in a discrimination investigation, proceeding or hearing. SHARING WAGE INFORMATION PROTECTED — C.R.S. § 24-34-402(i)

An employer shall not discharge, discipline, discriminate against, coerce, intimidate, threaten, or interfere with an employer person due to an inquiry, disclosure or discussion of wages. An employer shall not require an employee to waive the right to disclose wage information the basis of one's race includes hair texture, hair type, or a protective hairstyle commonly or historically

ciated with race, such as braids, locs, twists, tight coils or curls, cornrows, Bantu knots, Afros,and headwraps. ef TO FILE A COMPLAINT OF DISCRIMINATION, OR FOR MORE INFORMATION CONTACT THE COLORADO CIVIL RIGHTS DIVISION; 1560 BROADWAY, LOBBY WELCOME CENTER, SUITE # 110, DENVER, CO 80202 MAIN PHONE: 303-894-2997; HOTLINE ESPANOL: 720-432-4294; TOLL-FREE: 800-262-4845; V/TTD RELAY: 711; FAX: 303-894-7830;

EMPLOYMENT DISCRIMINATION COMPLAINTS MUST BE FILED WITHIN SIX (6) MONTHS AFTER THE ALLEGED

# **Sexual Harassment & Discrimination**

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 complain about discrimination.

ephone number, Social Security number, and a brief description of the injury or illness.

REPORT DISCRIMINATION o report discrimination, you may: . Contact your employer's human resources or personnel department. Contact the Illinois Department of Human Rights (IDHR) to file a charge.Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your Chicago, IL 60601 866) 740-3953 (TTY)

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

Employers shall make this poster available and display it where employees can readily see it. This notice is available for download at: www.illinois.gov/dh

#### **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 preting 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 SUFFER FROM A WORK-RELATED INJURY OR ILLNESS, YOU SHOULD 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,

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 discrimi 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:



AMBULANCE:

## **No Smoking** To file a complaint: www.smoke-free.illinois.gov 866-973-4646

Smoke-Free Illinois Act TTY 800-547-0466 (hearing impaired use only)



# POLICE:

**Payday Notice** 

**Emergency Notice** 

HOSPITAL: ALTERNATE: OSHA:

**HAZARDOUS MATERIAL:** 

FIRE-RESCUE:

PAYDAY IS ON □ MONDAY □ TUESDAY □ WEDNESDAY □ THURSDAY □ FRIDAY □ SATURDAY □ SUNDAY PAY SCHEDULE IS

☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐ \_

PAYCHECKS ARE ISSUED ON THE TIME:



# **State Minimum Wage**

Your Rights Under Effective Jan. 1, 2023. . . . . \$13.00 Effective Jan. 1, 2024. . .

**WHE** 

other rights under the Act.

If victim CAN breathe,

Give 30 compressions pushing

on top of the other. Push hard

422 S. 5th St., Third Floor Springfield, IL 62701 • 217-785-2080

IOCI 14-210 UED

Repeat steps 1, 2 and 3 until victi

Illinois Department of Public Health

down AT LEAST 2 inches on the

cough or make sounds, DO NOT INTERFERE.

Minimum Wage \$13.00 per hour (Effective Jan. 1, 2023) and Overtime Hotline: 1-800-478-3998

• Coverage: Applies to employers with 4 or more employees. Domestic workers are covered even if the employer only has 1 worker. Certain workers are not covered by the Minimum Wage Law and some workers may be paid less than the minimum wage under limited conditions. For more information, visit our website. (See wage increases schedule above.) • Tipped Employees: Must be paid at least 60% of the applicable minimum wage. If an employee's tips combined with the wages from the employer do not equal the minimum wage, the employer must make up 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

Unpaid Wages Hotline: 1-312-793-2808 Wage Payment and Collection Act · Employees must receive their final compensation, including earned wages, vacation pay, commissions and bonuses on their next · 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 Meal and Rest Periods Hotline: 1-312-793-2804 One Day Rest in Seven Act

Provides employees with 24 consecutive hours of within every seven (7) consecutive day period. 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, and an additional 20 minutes if working a 12 hour shift or longer. Employees must be afforded reasonable bathr

LEAVE ENTITLEMENTS: Eligible employees who work for a covered employer can take up to 12 we

 The birth of a child or placement of a child for adoption or foster care;
 To bond with a child (leave must be taken within 1 year of the child's birth or placement). To care for the employee's spouse, child, or parent who has a qualifying serious health condition For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job; For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or pare An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

BENEFITS & PROTECTIONS: While employees are on FMLA leave, employers must continue health insurance coverage as if the penefits, and other employment terms and conditions. An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA. ELIGIBILITY REQUIREMENTS: An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

• Have worked for the employer for at least 12 months; Have at least 1,250 hours of service in the 12 months before taking leave;\* and Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite

Requires employers to pay equal wages to men and women doing the same or substantially similar work, unless such wage differences are based upon a seniority system, a merit system, or factors other than gender. Employers and employment agencies are banned from asking applicants past wage and compensation histories.
 Employees may disclose or discuss their own salaries, benefits, and other compensation with their co-workers and colleagues. Employers are not allowed to pay less to African American employees versus a non-African American employees.
 Certain employees at large businesses may request wage/salary history for their job title from IDOL.

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

Child Labor Hotline: 1-800-645-5784 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

· 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. This is a summary of laws that satisfies Illinois Department of Labor posting requirements. For a complete text of the laws, visit ou

For more information or to file a complaint, contact us at: 524 South 2nd St, Suite 400, Springfield, IL 62701 • Springfield 217-782-6206 160 N. LaSalle, St, Suite C-1300, Chicago, IL 60601 • Chicago 312-793-2800 • Marion 618-993-7090

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

**Family Medical Leave Act** 

"Special "hours of service" requirements apply to airline flight crew <mark>employees.</mark> REQUESTING LEAVE: Generally, employees must give 30-days' advance <mark>noti</mark>ce of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can de leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer dete certification is incomplete, it must provide a written notice indicating what additional information is required. EMPLOYER RESPONSIBILITIES: Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for

ENFORCEMENT: Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA

agreement that provides greater family or medical leave rights For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd

• If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. • Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

HEALTH INSURANCE PROTECTION



USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

Not have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:
you ensure that your employer receives advance written or verbal notice of your service; • you have five years or less of cumulative
service in the uniformed services while with that particular employer; • you return to work or apply for reemployment in a timely
manner after conclusion of service; and • you have not been separated from service with a disqualifying discharge or under other than If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job. RIGHT TO BE FREE FROM DISCRIMINATION AND RETAI IATION have applied for membership in the uniformed service: or • are

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for preemployment screening or during the course of employment. PROHIBITIONS Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from

discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal

**Emergency Care** 

Emergency Care for

CHOKING

Give quick upward

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.

Open the airway and check

object only if you see it

starts breathing or until emergency medical help arrives

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 (CPI
For CPR training information, call your local American Heart Association or

American Red Cross chapter.

thrusts above the

belly button and

If victim CANNOT breathe,

cough or make sounds,

ask if you can help.

MAN

Government to certain private individuals engaged in national security-related activities.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain rospective employees of security service firms (armored car, alarm, and quard), and of pharmaceutical manufacturers, distributors The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with

\*\*ENFORCEMENT\*\*

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. \*For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at <a href="https://www.dol.gov//agencies/vets/">https://www.dol.gov//agencies/vets/</a>. An interactive online USERRA Advisor can be viewed at <a href="https://webapps.dol.gov/elaws/vets/userra">https://webapps.dol.gov/elaws/vets/userra</a> if you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. \*You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA. In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection. The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: <a href="https://www.dol.gov/agencies/vets/programs/userra/poster">https://www.dol.gov/agencies/vets/programs/userra/poster</a> Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

**Polygraph Protection** Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test test, and the right not to have test results disclosed to unauthorized persons.

> THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY 1-866-487-9243 • TTY: 1-877-889-5627 www.dol.gov/whd

# UNITED STATES DEPARTMENT OF LABOR



**♦**Human Rights

State of Illinois Department of Human Right 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 wor space for expressing milk, or time off to recover from your pregnancy.

- Reject an unsoliticited 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. nable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a prival

PREGNANCY and your RIGHTS in the WORKPLACE

For immediate help or if you have questions regarding your rights. Call (312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY) CHICAGO OFFICE SPRINGFIELD OFFICE

**IRS Withholding** 

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed Form W-4 with your employer did you.. Change your name?

Were there major changes to... our nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started or

cuous place on each jobsite and in their offices.

To any of these or you owed extra tax when you filed your last return you may need to file a new Form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS website. Employer: Please poster or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.

### **Employee Classification Equal Pay**

With the airway open,

IN ILLINOIS, WOMEN EARN 71 CENTS FOR EVERY DOLLAR A MAN EARNS.





If you are not receiving equal pay for equal work, call the Illinois Department of Labor to file a complaint. 1-866-EPA-IDOL (1 866 372 4365) The Illinois Equal Pay Act of 2003 prohibits employer with four or more employees from pay paying unequal wages to men and women doing the same substartially similar work, unless such wage difference is based upon a seniority

Employer are prohibited from discharging or otherwise discriminating against any employee exercising his/her rights under this Act and may not remedy violations of this Act by reducing the wages of other employees. Require posting: Employers are required to posting this notice in a conspicuous place for all employees

### EMPLOYEE CLASSIFICATION ACT (820 ILCS 185/1-999) Effective Date: January 1, 2008 The Employee Classification Act establishes criteria to determine if an 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 riolations, 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. nlt is a violation of the Act to discharge an individual for exercising any rights, including making a complaint or testifying in an investigation inder the Act, subject to additional damages, attorney's fees and costs. For more information or to file a complaint, contact:

REQUIRED POSTING - Contractors that have one or more individuals not classified as employees must post this notice in a

NOTICE TO INDIVIDUALS PERFORMING SERVICES FOR CONSTRUCTION CONTRACTORS

Illinois Department of Labor One West Old State Capitol Plaza, Room 300 Springfield, IL 62701 (217) 782-1710

# Victim's Economic Security & Safety Act (VESSA)

**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

VESSA provides employees who are victims of domestic violence, sexual violence, gende violence, or any other crime of 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, gender violence, or any other crime of violence
 is recovering from the violence;

Victims' Economic Security and Safety Act (VESSA) Required Posting for Employers

• 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 olence, or any other crime of violence, or to ensure economic security. NOTICE - Employees must provide the employer with at least 48 hours prior notice, unless

employee must provide notice when an employee is unable to provide advance notice, a employee must provide notice when an employee is able to do so, within a reasonable period time after the absence. CERTIFICATION - An employer may require the employee to provide certification of the domestic, sexual, or gender violence, or any other crime of violence, and that leave is to address the violence. Certification may include a sworn statement of the employee and other documentation such as a letter from a victims' services organization, a court record, or any other corroborating evidence, but only if that documentation is in the possession of the employee. The

mployee may choose which documentation to submit. The employer may not require more than

one document related to the same incident or perpetrator of violence in one year. All information related to domestic, sexual, or gender violence, or any other crime of violence, is to be kept in the strictest confidence by the employer.

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. Leave permitted during a 12-month period under the act based on number of employees Number of employees 1-14 employees 15-49 employees 8 weeks 50 or more employees 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. ACCOMMODATIONS - VESSA provides that employees are entitled to reasonable accomseating assignment, or physical security of the work area. DISCRIMINATION AND RETALIATION - VESSA prohibits employers from discriminating, retaliating, or otherwise treating an employee or job applicant unfavorably if the individual involved:

• Is or is perceived to be a victim of domestic, sexual, or gender violence, or any other crime of

violence, or any other crime of violence;
Requested or took VESSA leave for any reason;
Requested an accommodation, regardless of whether the accommodation was granted;
The workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit domestic, sexual, or gender violence, or any other crime of violence, against the individual or the individual's family or household member; o labor.illinois.gov • DOL.Questions@Illinois.gov Lincoln Tower Plaza 524 South 2nd Street, Suite 400 Springfield, Illinois 62701 (217) 782-6206 Michael A Bilandic Building 160 North LaSalle, Suite C-1300 Chicago, Illinois 60601-3150

violence;
• Attended, participated in, prepared for, or requested leave to attend, participate in, or prepare

for a criminal or civil court or administrative proceeding relating to domestic, sexual, or gend

# **Day & Temporary Labor**

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: www2.illinois.gov/IDOL/Pages. 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: https://www2.illinois.gov/idol/Laws-Rules/FLS/

Online registration should be used to apply for a new or renewal license. The online application includes ePayment feature to pay the license fees gencies may attach all supporting documentation (pdf format is preferred).
Online Application: https://webapps.illinois.gov/DOL/DTLLicense/ Required Notices to Employees Every agency must post in the public access area of each work location or branch office a notice provided by the Department of Labor 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

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 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. period, and all deductions made to meals, equipment, income tax and social security withinologists 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, i

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

wages paid to day laborers must be in compliance with all state and federal laws, including minimum wage and overtime laws and the total The wages part to day laborers must be in compilance with an state and rederan 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 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

Fax: (312) 793-5257

Fax: (312) 793-5257

Michael A Bilandic Building 160 North LaSalle, Suite C-1300

Chicago, Illinois 60601-3150

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 Retallation 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 For more information or to file a complaint, contact us at: 160 N. LaSalle St, Suite C1300, Chicago, IL 60601

Visit the website: https://www2.illinois.gov/idol/Pages/Complaints.aspxChicago 312.793.2800 • Springfield 217.782.6206 • Marion 618.993.7090

#### Safety & Health (Public Sector Employers) of the Illinois State Plan can be forwarded to the OSHA Region V Office: Federal Building, 230 South Dearborn Street, Room 3244, Chicago, IL 60604. Phone: 312-353-2220. Illinois Department of Labor

Required Posting for State and Local Government Employers EMPLOYEES:

• You have the right to a safe workplace.
• You have the right to raise a safety or health concern with your employer or confidentially with IL-OSHA.
• You have the right to request an IL-OSHA inspection if you believe there are unsafe or unhealthy conditions.
• You have the right to participate in an IL-OSHA inspection and speak privately to the inspector.
• You have the right to see IL-OSHA citations issued to your employer.
• You have the right to see IL-OSHA citations issued to your employer.
• You must comply with all standards under the Illinois Occupational Safety and Health Act that applies to your own actions and conduct on the job.
• You can file a complaint with IL-OSHA within 30 days if you have been retaliated against for exercising your rights under the Act.
• You have the right to copies of your medical records and records of your exposures to toxic and harmful substances or conditions.

 Must prominently display this poster in the workplace as well as all notices and all official correspondence received by IL-OSHA.
 Must prominently display this poster in the workplace as well as all notices and all official correspondence received by IL-OSHA at or near the place of the alleged violation(s).
 Must be correct workplace hazards by the date indicated on the citation and must certify that the hazards have been abated.
 Must maintain records of work-related injuries and illnesses. Employers must post the previous year annual summary (OSHA 300A) from Explanation and the provided of the previous year annual summary (OSHA 300A) from Explanation and the provided of the previous year annual summary (OSHA 300A) from Explanation and the previous year annual summary (OSHA 300A) from Explanation and the previous years annual summary (OSHA 300A) from Explanation and the previous years annual summary (OSHA 300A) from Explanation and the previous years annual summary (OSHA 300A) from Explanation and the previous years annual summary (OSHA 300A) from Explanation and the previous years annual summary (OSHA 300A) from Explanation and the previous years annual summary (OSHA 300A) from Explanation and the previous years annual summary (OSHA 300A) from Explanation and the previous years annual summary (OSHA 300A) from Explanation and the previous years annual summary (OSHA 300A) from Explanation and the previous years annual summary (OSHA 300A) from Explanation and the previous years annual summary (OSHA 300A) from Explanation and the previous years annual summary (OSHA 300A) from Explanation and the previous years annual summary (OSHA 300A) from Explanation and the previous years annual summary (OSHA 300A) from Explanation and the previous years annual summary (OSHA 300A) from Explanation and the previous years annual summary (OSHA 300A) from Explanation and the previous years annual summary (OSHA 300A) from Explanation and the previous years annual summary (OSHA 300A) from Explanation and the previous February 1 until April 30. \*\*NOTIFICACION REQUIREMENT: Employers must orally report any work-related fatalities within 8 hours, and any inpatient hospitalization, amputation, or loss of an eye within 24 hours by calling 217-782-7860. This is a 24/7 hotline. The Illinois Occupational Safety and Health Act [820 ILCS 219] provides job safety and health protection for employees of state and local government agencies. The Illinois State Plan is a developmental plan partially funded by a federal grant. Any concerns regarding the adm

Must furnish employees a workplace free from recognized hazards.

Must comply with all applicable standards under the Illinois Occupational Safety and Health Act.

www.illinois.gov/idol 160 N. LaSalle Street, C-1300 Free Safety & Health Consultation Services Illinois ON-SITE Safety & Health Consultation Program The 23(g) State and Local Government Plan is funded by a federal grant which constitutes fifty percent of the overall budget. Fifty percent is financed by State funds.

after separation from employment. Claims can be filed online at <a href="https://www.ides.state.il.us">www.ides.state.il.us</a> or at the nearest Illinois Department of Employment Scium's after separation from employment. Claims can be filed online at <a href="https://www.ides.state.il.us">www.ides.state.il.us</a> 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.

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 www.ides.illinois.gov. 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: April 1 and June 30 Last year between: Jan. 1 and Dec. 31 This year between: July 1 and Sept. 30 April 1 and Dec. 31 and this year between Jan. 1 and March 31 Last year between: This year between: Oct. 1 and Dec. 31

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.

MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

**Unemployment Insurance Benefits** 

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

# 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 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 nor working spouse or 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

Last year between: This year between: Jan. 1 and March 31

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

employment 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 withhold, you may be required to make estimated tax payments using Internal Revenue Service Form 1040 ES and Illinois Department of Revenue