

POSTER COMPLIANCE DATE 03/2021

Employment Laws

Department of Labor
Your Rights Under Illinois
Employment Laws

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

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

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.

IL452-12/20 300 IOCI 21-0388

REV. 12/2020

NOTICE: This state has its own minimum wage law. Employers are also required to display the Federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate.

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

Workers' Comp.

Workers' Compensation Commission
Workers' Compensation

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.

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 Website or call any office:

Toll-free: 866/352-3033

Web site: www.iwcc.il.gov

Chicago: 312/814-6611

Collinsville: 618/346-3450

Peoria: 309/671-3019

Rockford: 815/987-7292

Springfield: 217/785-7087

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 _____	TERMINATION DATE _____
BUSINESS ADDRESS _____	POLICY NUMBER _____
BUSINESS PHONE _____	EMPLOYER'S FEIN _____
EFFECTIVE DATE _____	ICPN 10/11

REV. 10/2011

Pregnancy Rights

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?

ILLINOIS DEPARTMENT OF
Human Rights

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.

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 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

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>

IDHR ENG. web. IOCI17-0405

REV. 02/2017

Payday

Wage Payment and Collection Act
Payday Notice

The Illinois Wage Payment and Collection Act, 820 ILCS 115/10 (from Ch. 48, par. 39m-10), requires employers to post and keep posted at each regular place of business in a position easily accessible to all employees one or more notices indicating the regular paydays and the place and time for payment.

FOR EMPLOYEES OF: _____ (Company Name)

REGULAR PAYDAYS SHALL BE AS FOLLOWS: _____

PLACE AND TIME OF PAYMENT: _____

Unemployment Ins.

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.

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.

REV. 08/2012

Discrimination

Department of Human Rights — IDHR

**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

9/18 · web version · IOCI19-0181

REV. 09/2018

ISERRA

Office of the Attorney General

**YOUR RIGHTS UNDER THE ILLINOIS SERVICE MEMBER
EMPLOYMENT & REEMPLOYMENT RIGHTS ACT (330 ILCS 61)**

ISERRA (Illinois version of USERRA) protects the employment and benefits of service members who leave their civilian employment to serve our Nation or State.

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

WHO IS PROTECTED?

1. All members of the Armed Forces of the United States whether active duty or reserve, including the National Guard when performing State duty.
2. All members of Military Auxiliary Radio System, United States Coast Guard Reserve, Civil Air Patrol, and the Merchant Marines when performing official duties in support of an emergency.
3. Members who are released from military duty with follow-on care by the Department of Defense.

WHAT ARE THE RIGHTS, BENEFITS AND OBLIGATIONS UNDER ISERRA?

ISERRA provides the same protections as USERRA (i.e., reemployment, benefits and discrimination) but expands protections to persons identified above and incorporates existing benefits to service members who are public employees. Because ISERRA represents the minimum employer requirements, employers maintain the right to provide greater benefits at their discretion.

WHO ENFORCES ISERRA?

The ISERRA Advocate is an Assistant Attorney General appointed by the Illinois Attorney General to provide both advocacy and enforcement under ISERRA.

WHERE TO FIND MORE INFORMATION?

Both service members and employers can find more information on the Attorney General's ISERRA Advocate webpage at www.illinoisattorneygeneral.gov/rights/veterans.html or call the Military & Veterans Rights Helpline at 1-800-382-3000 to ask questions or request training.

This notice is available for download on the Attorney General's website by going to www.illinoisattorneygeneral.gov/rights/veterans.html. Employers are required to provide employees entitled to rights and benefits under ISERRA a notice of the rights, benefits, and obligations of service member employees. This requirement may be met by the posting of this notice where employers customarily place notices for employees. ISERRA is codified as Public Act 100-1101 and can be found at www.ilgga.gov/legislation/publicacts/100/PDF/100-1101.pdf.

This material is available in alternate format upon request.

REV. 11/2020

VESSA

Department of Labor — IDOL

Victims' Economic Security and Safety Act (VESSA)

Required Posting for Employers

VESSA provides employees who are victims of domestic violence, sexual violence, or gender violence, and employees who have a family or household member who is a victim of such violence, with unpaid, job-guaranteed leave, reasonable accommodations, and protections from discrimination and retaliation.

This time may be used if the employee or the employee's family or household member is:

- experiencing an incident of domestic violence, sexual violence, or gender violence,
- is recovering from the violence;
- is seeking or receiving medical help, legal assistance (including participation in legal proceedings), counseling, safety planning, or other assistance;
- temporarily or permanently relocating; or
- to take other actions to increase the safety of the victim from future domestic, sexual, or gender violence, or to ensure economic security.

NOTICE — Employees must provide the employer with at least 48 hours prior notice, unless providing advance notice is not practicable. If an employee is unable to provide advance notice, an employer must provide notice when an employee is able to do so, within a reasonable period of time after the absence.

CERTIFICATION — An employer may require the employee to provide certification of the domestic, sexual, or gender violence and that leave is to address the violence. Certification may include a sworn statement of the employee and other documentation such as a letter from a victim's services organization, a court record, or any other corroborating evidence, but only if that documentation is in the possession of the employee. All information related to domestic, sexual, or gender violence is to be kept in the strictest confidence by the employer.

DURATION OF LEAVE — VESSA provides that employees working for an employer with at least 1 employee, but no more than 14 employees, are entitled to a total of 4 workweeks of unpaid leave during any 12-month period. Employees working for an employer with at least 15, but no more than 49 employees, are entitled to a total of 8 workweeks of unpaid leave during any 12-month period. And employees working for an employer with at least 50 employees are entitled to a total of 12 workweeks of unpaid leave during any 12-month period.

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

Number of employees	Leave permitted
1-14 employees	4 weeks
15-49 employees	8 weeks
50 or more employees	12 weeks

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

For information on filing a complaint please call: 312-793-6797 or visit the website:

<https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/veessa.aspx>

ACCOMMODATIONS — VESSA provides that employees are entitled to reasonable accommodations to address the needs of the victim(s). Accommodations include, but are not limited to, an adjustment to the job structure, workplace facility, work requirements, or telephone number, seating 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;
- Attended, participated in, prepared for, or requested leave to attend, participate in, or prepare for a criminal or civil court or administrative proceeding relating to domestic, sexual, or gender violence;
- 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 against the individual or the individual's family or household member; or
- Exercised any other rights under VESSA.

[labor.illinois.gov](http://www.illinois.gov) • DOL.Questions@Illinois.gov

MICHAEL A BILANCIK BUILDING
160 NORTH LaSALLE, SUITE C-1300
CHICAGO, ILLINOIS 60601-3150
(312) 793-2800
Fax: (312) 793-5257

900 SOUTH SPRING STREET
SPRINGFIELD, ILLINOIS 62704-2725
(217) 782-6206
Fax: (217) 782-0596

REGIONAL OFFICE BUILDING
2309 WEST MAIN STREET, SUITE 115
MARION, ILLINOIS 62959
(618) 993-7090
Fax: (618) 993-7258

01/21 IOCI21-0463

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TWO ways to verify poster compliance!

SCAN 

ENTER JJKeller.com/LLPverify
Enter: 43976-032021

To update your employment law posters contact
J. J. Keller & Associates, Inc.
JJKeller.com/employmentlaw
800-327-6868



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