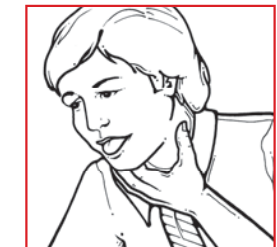


Please post in a conspicuous place. **Date Posted:** Labor laws change frequently. Contact your distributor to ensure that you are in full compliance with required State and Federal posting requirements at least once a year. © LaborLawCenter, Inc. All rights reserved.

### EMERGENCY CARE FOR CHOKING

#### Emergency Care for CHOKING

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



#### CONSCIOUS VICTIM

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.



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

- Have someone call for an ambulance, rescue squad or EMS.
- **DO NOT PRACTICE ON PEOPLE.** Abdominal thrusts may cause injury.
- Use back blows and chest thrusts 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.

Illinois Department of Public Health  
Emergency Medical Systems and Highway Safety  
422 S. 5th St., Third Floor  
Springfield, IL 62701 717-785-2080

### DISCRIMINATION AND SEXUAL HARASSMENT

#### 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

1. 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.
2. 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 (217) 785-5100 (866) 740-3953 (TTY) (217) 785-5106 (Fax)
3. Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns.

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](http://www.illinois.gov/dhr)

### UNEMPLOYMENT INSURANCE

#### 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](http://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.

**If Your Benefit Year Begins: Your Base Period Will Be:**

<b>This year between:</b> Jan. 1 and March 31	<b>Last year between:</b> Jan. 1 and Sept. 30 and the year before between Oct. 1 and Dec. 31
<b>This year between:</b> April 1 and June 30	<b>Last year between:</b> Jan. 1 and Dec. 31
<b>This year between:</b> July 1 and Sept. 30	<b>Last year between:</b> April 1 and Dec. 31 and this year between Jan. 1 and March 31
<b>This year between:</b> Oct. 1 and Dec. 31	<b>Last year between:</b> 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.

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

### NO SMOKING NOTICE



## NO SMOKING

Indoors or Within 15 Feet of Entrance

To file a complaint:  
[www.smoke-free.illinois.gov](http://www.smoke-free.illinois.gov)  
866-973-4646

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



### PREGNANCY RIGHTS IN THE WORKPLACE

#### PREGNANCY and your RIGHTS in the WORKPLACE

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

#### If so, you have the right to:

- Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance 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](http://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](http://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, 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>

### RIGHT TO KNOW

#### TOXIC? YOU HAVE THE RIGHT-TO-KNOW!

The Illinois Right-to-Know law requires your employer to provide you with the following:  
• **MATERIAL SAFETY DATA SHEETS (MSDS)** describe the characteristics, safe handling, and hazards of toxic substances. MSDS should be readily available in the work area. You, your representative, or your physician may request copies of MSDS for toxic substances in your work area.  
• **LABELING** Toxic substances in your work area should be labeled with the chemical or product name and a hazard warning.

#### ABOUT TOXIC SUBSTANCES IN YOUR WORK AREA

**TRAINING** Employees who are exposed to toxic substances should be trained at the start of employment or transfer, and annually thereafter. You should be taught the hazards of exposure to the substances, how to work safely with them, and how to read the MSDS and labels. The law protects your right to obtain the above information. You may not be disciplined or discharged for exercising your rights under this law. If your employer has not complied with Right-to-Know, or if you have a question, you may call: (217) 782-9386 (Downstate) or (312) 793-1964 (Chicago area)

**State of Illinois Building**  
160 N. LaSalle, Ste. C-1300, Chicago, IL 60601  
Tel: (312) 793-7308 Fax: (312) 793-2081

**2309 West Main Street, Marion, IL 62959**  
Tel: (618) 993-7090 Fax: (618) 993-7258

**Department of Labor**  
900 South Spring Street, Springfield, IL 62704  
Tel: (217) 782-9386 Fax: (217) 782-0596

### WORKERS' COMPENSATION

#### 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.

#### IF YOU HAVE 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, 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 or 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:

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

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

### ILLINOIS MINIMUM WAGE

#### Your Rights Under Illinois Employment Laws

**Wage Increases Schedule**

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 \$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 [www.labor.illinois.gov](http://www.labor.illinois.gov) wage increases schedule above).

**Tipped Employees:** Must be paid at least 60% of the applicable minimum wage. If an employer'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**  
Employers 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.  
• Employers 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 employee.  
**Hotline: 1-866-EPA-10DL**

#### 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 7½ 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. during 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](http://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.**  
Printed by the Authority of the State of Illinois. IL452-12/20 300 IOCI 21-0388

**DAY AND TEMPORARY LABOR SERVICE AGENCIES**  
**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 information that may affect individual cases or claims. For more information on this Act and other laws we enforce, please visit our web site at: [www.state.il.us/agency/idol/](http://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 web site at: [www.state.il.us/agency/idol/listings/diagency.htm](http://www.state.il.us/agency/idol/listings/diagency.htm). Every agency must post in the public access area of each work location or branch office a notice provided by the Department of Labor summarizing the provisions of this Act, along with the toll-free number for reporting violations and complaints. This notice shall be in English or any other language generally understood in the locale of the agency. Agencies must also post in public access areas any other state or federally mandated postings.  
**Required Notices to Employees**  
Day and temporary labor service agencies must provide workers with an **employment notice** at the time of dispatch, describing the terms and conditions of their employment, including the nature of work to be performed, the wages to be paid, the name, address and location of where the work will be performed, terms of transportation and whether meals or equipment will be provided and any costs associated with such meals and equipment. Day and temporary labor service agencies must also provide each worker with a **wage notice** at the time of payment that includes the name address and telephone number of each third party client for whom work was performed; the number of hours worked by the laborer at each third party client each day during the pay period; the rate of pay for all hours worked, including any premium or bonus pay; total earnings during the pay period; and all deductions made for meals, equipment, income tax and social security with holdings and any other deductions. For workers contracted to work a single day, third party clients must provide workers with a **work verification form** at the end of the work day. The work day verification form shall include the date, worker's name, work location and hours worked that day. A worker who is sent by the agency to a third party client, but is then not utilized by that client must be paid a minimum of four hours of pay at the agreed upon rate by the day and temporary labor agency. However, if that worker is given work during the same shift at another location, he or she shall be paid for two hours of pay at the agreed upon rate of pay (in addition to the pay for hours worked during that shift).  
Printed by the Authority of the State of Illinois W.O. 12095 1000 copies 12/05 - Revised January 1, 2006

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