

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, gender, age, 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: 535 W. Monroe Street, 7th Floor Chicago, IL 60661 (312) 814-6200 (866) 740-3953 (TTY) (312) 814-6251 (Fax)

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

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

\$7.25 PER HOUR

BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

- OVERTIME PAY** At least 1 1/2 times the regular rate of pay for all hours worked over 40 in a workweek.
- CHILD LABOR** 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 in non-hazardous jobs in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.
- TIP CREDIT** Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by 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 employer'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.
- PUMP AT WORK** The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for her nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is private 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 wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil monetary penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Any monetary penalties may also be assessed for each willful or repeated violation. Heightened civil monetary 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 file a complaint or participate in any proceeding under the FLSA.
- ADDITIONAL INFORMATION**
 - Certain occupations and establishments are exempt from the minimum wage, and/or overtime
 - Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
 - 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. If a worker is misclassified, the worker is entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.
 - Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

Your Rights Under Illinois Employment Laws

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

Unpaid Wages Hotline: 1-312-793-2808

Equal Pay Act Hotline: 1-866-372-4365

Violent Crime Victims' Law Hotline: 1-866-372-4365

Child Labor Hotline: 1-800-645-5784

Website: www.labor.illinois.gov

Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

- Who is Protected?**
 - Employees (current and former), including managers and temporary employees
 - Job applicants
 - Union members and applicants for membership in a union
 - State and local governments (as employers)
 - Educational institutions (as employers)
 - Unions
 - Staffing agencies
- 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 basis of:
 - Race
 - Color
 - Religion
 - National origin
 - Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)
 - Age (40 and older)
 - Disability
 - Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
- What Organizations are Covered?**
 - Most private employers
 - State and local governments (as employers)
 - Educational institutions (as employers)
 - Unions
 - Staffing agencies
- What Employment Practices can be Challenged as Discriminatory?**
 - All aspects of employment, including:
 - Discharge, firing, or lay-off
 - Harassment (including unwelcome verbal or physical conduct)
 - Hiring or promotion
 - Assignment
 - Pay (unequal wages or compensation)
 - Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely held religious belief, observance or practice
 - Benefits
 - Job training
 - Classification
 - Referral
 - Obtaining or disclosing genetic information of employees
 - Requesting or disclosing medical information of employees
 - Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding
 - Conduct that coerces, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation
- What Can You Do if You Believe Discrimination has Occurred?**
 - Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (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>
 - Visit an EEOC field office (information at www.eeoc.gov/field-office)
 - E-Mail info@eeoc.gov
 - Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov

YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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.

- REEMPLOYMENT RIGHTS**
 - You 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 honorable conditions.
 - 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 RETALIATION**
 - If you:
 - are a past or present member of the uniformed service;
 - have applied for membership in the uniformed service; or
 - are obligated to serve in the uniformed service;
 - then an employer may not deny you:
 - initial employment;
 - reemployment;
 - retention in employment;
 - promotion; or
 - any benefit of employment.
 - because of this status.
- HEALTH INSURANCE PROTECTION**
 - 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.
- 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 <https://www.dol.gov/agencies/e-verify>. An interactive online USERRA Advisor can be found at <https://webpds.dol.gov/daws/vets/userra>
 - 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.

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	Your Benefit Year Begins:	Your Base Period Will Be:
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.	Jan. 1 and March 31	Jan. 1 and Sept. 30 and the year before between Oct. 1 and Dec. 31
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 or the date 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.	April 1 and June 30	Jan. 1 and Dec. 31
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 or his or her base period. The weekly benefit amount plus any allowance for a dependent make up the total amount payable.	July 1 and Sept. 30	April 1 and Dec. 31 and the year between Jan. 1 and March 31
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.	Oct. 1 and Dec. 31	July 1 and Dec. 31 and the year between Jan. 1 and June 30

REPORTING TIPS
Every employer who receives tips must report these tips to employees on a written statement or on Form UC-51, "Employer's Report of Tips," in duplicate. The employer must submit this form to the nearest Illinois Department of Employment Security office on the day the wages are paid, or no 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.

It's never okay. Sexual harassment in higher education is illegal

If it feels like harassment, it probably is. But how do you know for sure? And what are your rights? Learn what constitutes harassment, and what you can do about it. For immediate help call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 (or Habla Español) or visit www.illinois.gov/sexualharassment

Because sexual harassment in higher education is against the law.

ILLINOIS DEPARTMENT OF HUMAN RIGHTS
Illinois Sexual Harassment and Discrimination Helpline and Website
1-877-236-7703 (or Habla Español) or 711 (tty)
Monday to Friday, 8:30 a.m. to 5:00 p.m.
www.illinois.gov/sexualharassment

The Department of Human Rights may be reached at www.illinois.gov/dhr or by other means:

CHICAGO OFFICE: 535 W. Monroe Street, 7th Floor Chicago, IL 60661 (312) 814-6200 (866) 740-3953 (TTY) (312) 814-6251 (Fax)

SPRINGFIELD OFFICE: 525 S. 2nd St., Suite 300 Springfield, IL 62701 (217) 785-5100 (866) 740-3953 (TTY) (217) 785-5106 (Fax)

MARION OFFICE: 230 S. 2nd St., Suite 200 Marion, IL 62959 (618) 993-2758 (618) 993-2758 (Fax)

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

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 <https://illinoisattorneygeneral.gov/rights-of-the-people/military-and-veterans-rights/>, 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 <https://illinoisattorneygeneral.gov/rights-of-the-people/military-and-veterans-rights/>. 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 employees customarily place notices for employees. ISERRA is codified as Public Act 100-1101 and can be found at www.legis.gov/regis/cgi-bin/publicacts/100/Pdf/100-1101.pdf.

WORKERS' COMPENSATION

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

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

1. **GET MEDICAL ASSISTANCE.** By law, your employer must pay for all necessary medical services required to cure or relieve the effects of the injury or illness. Where necessary, the employer must also pay for physical, mental, or vocational rehabilitation, within prescribed limits. The employer 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 comparable to your job.
- 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 disability 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 that case that is 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: 312/841-4611 Peoria: 309/671-3019 Springfield: 217/785-7087
Web site: www.illinois.gov Collinsville: 618/346-3430 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	Illinois Public Risk Fund
Business address	3333 Warrenville Road, Ste. 550, Lisle, Illinois 60532-4552
Business phone	(888)532-6981
Effective date	01/01/2016
Policy number	SP 4057941
Termination date	01/01
Employer's FEIN	37-0896233

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Job Safety and Health IT'S THE LAW!

- Required Posting for State and Local Government Employers**
- EMPLOYERS:**
- 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 must comply with all standards under the Illinois Occupational Safety and Health Act that apply 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 or harmful substances or conditions.
- EMPLOYERS:**
- Must furnish employees a workplace free from recognized hazards.
 - Must comply with all applicable standards under the Illinois Occupational Safety and Health Act.
 - Must prominently display this poster in the workplace as well as all notices and all official correspondence received by IL-OSHA.
 - Must post any citations issued by IL-OSHA at or near the place of the alleged violation(s).
 - Must 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 February 1 until April 30.
 - **NOTIFICATION 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 administration of the Illinois State Plan can be forwarded to the OSHA Regional Office: Federal Building, 230 South Dearborn Street, Room 3344, Chicago, IL 60604. Phone: 312-353-9200.

ILLINOIS DEPARTMENT OF LABOR
160 N. LaSalle Street, 1300 Chicago, IL 60601 (312) 793-7308 (312) 793-2081 Fax: (312) 793-2081

ILLINOIS OSHA
524 S. 2nd Street, Suite 400 Springfield, IL 62701 (217) 782-3986 dol.safety@illinois.gov

Free Safety & Health Consultation Service
worksafe.illinois.gov
524 S. 2nd Street, Suite 400 Springfield, IL 62701 1-800-973-4216 dol.consultation@illinois.gov