



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.
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EMERGENCY CARE FOR CHOKING

Emergency Care for CHOKING

CONSCIOUS VICTIM

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



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

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



UNCONSCIOUS VICTIM

Send someone to call 911 and get the Automated External Defibrillator (AED).
If YOU ARE ALONE, perform 5 sets of 30 compressions and 2 breaths before leaving to call 911. Follow these steps.



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



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



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

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

Illinois Department of Public Health
Emergency Medical Systems and Highway Safety
422 S. 5th St., Third Floor
Springfield, IL 62701 • 217-785-2080
Standards for CPR and ECC are consistent with American Heart Association recommendations.
IOCI 14-210

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

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:

- 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.
- 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.
- 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.
- 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.illinois.gov Collinsville: 618/346-3450 Rockford: 815/987-7292 TDD (Deaf): 312/814-2959

BY LAW, EMPLOYERS MUST DISPLAY THIS NOTICE IN A PROMINENT PLACE IN EACH WORKPLACE AND COMPLETE THE INFORMATION BELOW.			
Party handling workers' compensation claims			
Business address			
Business phone			
Effective date	Termination date		
Policy number	Employer's FEIN		

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

NO SMOKING NOTICE



NO SMOKING
Indoors or Within 15 Feet of Entrance

To file a complaint:
www.smoke-free.illinois.gov 866-973-4646
TTY 800-547-0466 (hearing impaired use only)

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 accommodation offered by your employer for your pregnancy that you do not desire.
- 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 department's 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 W. 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

MARION OFFICE
2309 West Main Street, Suite 112
Intake Unit
Marion, IL 62959
(618) 993-7463

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! ABOUT TOXIC SUBSTANCES IN YOUR WORK AREA

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.
- 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

UNEMPLOYMENT COMPENSATION

Illinois Department of Employment Security

NOTICE

to workers about
Unemployment Insurance Benefits



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

FILING A CLAIM

The Illinois Unemployment Insurance Act provides for the payment of benefits to eligible unemployed workers and for the collection of employer contributions from liable employers. It is designed to provide living expenses while new employment is sought. Claims should be filed as soon as possible after separation from employment. Claims can be filed online at www.ides.illinois.gov or at the nearest Illinois Department of Employment Security Office to the worker's home. To be eligible for benefits, an unemployed individual must be available for work, able to work and actively seeking work and, in addition, must not be disqualified under any provisions of the Illinois Unemployment Insurance Act. Each employer shall deliver the pamphlet "What Every Worker Should Know About Unemployment Insurance" to each worker separated from employment for an expected duration of seven or more days. The pamphlet shall be delivered to the worker at the time of separation or, if delivery is impracticable, mailed within five days after the date of the separation to the worker's last known address. Pamphlets shall be supplied by the Illinois Department of Employment Security to each employer without cost. A claimant may also be entitled to receive, in addition to the weekly benefit amount, an allowance for a non-working spouse or a dependent child or children. The allowance is a percentage of the average weekly wage of the claimant in his or her base period. The weekly benefit amount plus any allowance for a dependent make up the total amount payable. If, during a calendar week an employee does not work full time because of lack of work, he or she may be eligible for partial benefits if the wages earned in such calendar week are less than his or her weekly benefit amount. For any such week, employers should provide employees with a statement of "low earnings" which should be taken to their Illinois Department of Employment Security office.

NOTE: Illinois unemployment insurance benefits are paid from a Trust Fund to which only employers contribute. No deductions may be made from the wages of workers for this purpose. Unemployment insurance information is available from any Illinois Department of Employment Security office. To locate the office nearest you, call 1-800-244-5631 or access the locations through our web site at: www.ides.illinois.gov.

BENEFITS

Every claimant who files a new claim for unemployment insurance benefits must serve an unpaid waiting week for which he has filed and is otherwise eligible. The claimant's weekly benefit amount is usually a percentage of the worker's average weekly wage. The worker's average weekly wage is computed by dividing the wages paid during the two highest quarters of the base period by 26. The maximum weekly benefit amount is a percentage of the statewide average weekly wage. The minimum weekly benefit amount is \$51. The statewide average weekly wage is calculated each year.

If Your Benefit Year Begins:

This year between:
Jan. 1 and March 31

This year between:
April 1 and June 30

This year between:
July 1 and Sept. 30

This year between:
Oct. 1 and Dec. 31

Your Base Period Will Be:

Last year between:
Jan. 1 and Sept. 30 and
this year before Oct. 1 and Dec. 31

Last year between:
Jan. 1 and Dec. 31

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

Last year between:
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.

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ILLINOIS MINIMUM WAGE

YOUR RIGHTS UNDER ILLINOIS EMPLOYMENT LAWS

ILLINOIS MINIMUM WAGE

\$7.75 PER HOUR
Beginning July 1, 2008

\$8.00 PER HOUR
Beginning July 1, 2009

\$8.25 PER HOUR
Beginning July 1, 2010

Minimum Wage & Overtime

- **Coverage:** Applies to employers with 4 or more employees. 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.
- **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.
Phone: 312-793-2808

Equal Pay for Equal Work

- **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.
Hotline: 1-866-EPA-IDOL

Domestic or Sexual Violence Leave

- **Victims' Economic Security and Safety Act** Provides employees who are victims of domestic or sexual violence, or who have family members who are victims, with up to 12 weeks of unpaid leave during a 12-month period.
Phone: 312-793-6797

Meal and Rest Periods

- **One Day Rest in Seven Act**
Provides employees with 24 consecutive hours of rest each calendar week.
- Employers may obtain permits from the Department allowing employees to voluntarily work seven consecutive days.
- Employees working 7 1/2 continuous hours must be allowed a meal period of at least 20 minutes no later than 5 hours after the start of work.
Phone: 312-793-2804

Child Labor

- **Workers under Age 16**
Children under the age of 14 may not work in most jobs, except under limited conditions.
- 14 and 15-year-olds may work if the following requirements are met:
• Employment certificates have been issued by the school district and filed with the Department of Labor confirming that a minor is old enough to work, physically capable to perform the job, and that the job will not interfere with the minor's education;
• The work is not deemed a hazardous occupation (a full listing can be found on our website);
• Work is limited to 3 hours per day on school days, 8 hours per day on non-school days and no more than 6 days or 48 hours per week;
• Work is performed only between the hours of 7 a.m. to 7 p.m. during the school year (7 a.m. to 9 p.m. June through September); and
• A 30-minute meal period is provided no later than the fifth hour of work.
Hotline: 1-800-645-5784



Department of Labor IDOL
State of Illinois

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.state.il.us/agency/idol
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. IL542-6/08 50M IISG08-1151

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 additional 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.

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/dlagency.htm. Every agency must post in the public access area of each work location or branch office a notice provided by the Department of Labor summarizing the provisions of this Act, along with the toll-free number for reporting violations and complaints. This notice shall be in English or any other language generally understood in the locale of the agency. Agencies must also post in public access areas any other state or federally mandated postings.

Required Notices to Employees

Day and temporary labor service agencies must provide workers with an **employment notice** at the time of dispatch, describing the terms and conditions of their employment, including the nature of work to be performed, the wages to be paid, the name, address and location of where the work will be performed, terms of transportation and whether meals or equipment will be provided and any costs associated with such meals and equipment. Day and temporary labor service agencies must also provide each worker with a **wage notice** at the time of payment that includes the name address and telephone number of each third party client for whom work was performed; the number of hours worked by the laborer at each third party client each day during the pay period; the rate of pay for all hours worked, including any premium or bonus pay; total earnings during the pay period; and all deductions made for meals, equipment, income tax and social security 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 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 not then utilized by that client must be paid a minimum of four hours of pay at the agreed upon rate by the day and temporary labor agency. However, if that worker is given work during the same shift at another location, he or she shall be paid for two hours of pay at the agreed upon rate of pay (in addition to the pay for hours worked during that shift).

Wages and Deductions

The wages paid to day laborers must be in compliance with all state and federal laws, including minimum wage and overtime laws and the total amount deducted for meals and equipment may not cause a worker's hourly wage to fall below the state or federal minimum wage. Agencies cannot make deductions from a worker's paycheck unless the worker approves the deductions in writing on a form approved by the Department and agencies may not charge workers for cashing paychecks issued by their agency.

Record Keeping Requirements

Day and temporary labor service agencies must keep and maintain for a period of three years detailed records relating to every day laborer's work and these records must be open to inspection by the Department of Labor during normal business hours. In addition, records relating to an individual worker and any hours billed to third party clients for his or her labor must be available for review or copying by the worker within 5 days following a written request.

Transportation

Day and temporary labor agencies, third party clients (and their contractors or agents) are prohibited from charging workers for transportation between the agency and the designated work site. Agencies, third party clients (and their contractors or agents) are responsible for the conduct and performance of persons providing transportation and drivers must have a valid and appropriate motor vehicle license, proof of financial responsibility as well as seats and safety belts for every passenger. Any violations of these requirements discovered by the Department shall be forwarded to appropriate law enforcement or regulatory agencies.

Placement Fee Restrictions

Day and temporary labor agencies cannot restrict the right of a laborer to accept a permanent position with a third party client to whom they have been referred for work. They also cannot restrict the right of third party clients to offer employment to a day and temporary laborer, however day and temporary labor agencies may charge limited placement fees to third party clients who offer employment to day laborers.

Worker Retaliation Prohibited/Private Right of Action

Day and temporary labor agencies and third party clients are prohibited from retaliating against workers for exercising their rights, including making a complaint, testifying or participating in an investigation under this Act. Any retaliation taken against a worker in violation of this Act shall be subject to civil penalties or a private cause of action. In addition to administrative remedies available through the Illinois Department of Labor, a person aggrieved by any violation of this Act may file suit in Illinois circuit court.



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

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