

# 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.

**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](http://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:

## Your Base Period Will Be:

*This year between:*

*Last year between:*

Jan. 1 and March 31

Jan. 1 and Sept. 30 and the year before between Oct. 1 and Dec. 31

*This year between:*

*Last year between:*

April 1 and June 30

Jan. 1 and Dec. 31

*This year between:*

*Last year between:*

July 1 and Sept. 30

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

*This year between:*

*Last year between:*

Oct. 1 and Dec. 31

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.



# DAY AND TEMPORARY LABOR SERVICES ACT

## TEMPORARY WORKER RIGHTS

### CORRECT WAGES AND PAYMENT NOTICE

You have the right to be paid correctly based on your pay rate and hours worked and in accordance with all applicable wage laws. The Day and Temporary Labor Services Agency must provide you with a detailed statement with the name and contact information for each third-party client where you worked, number of hours worked at each client company's worksite each day, your rate of pay for each hour worked, total pay period earnings, and all deductions.

### SAFETY AND HAZARD TRAINING

On or before your first day working at a client company each year, the Day and Temporary Labor Services Agency must give you general safety training for the client company's worksite. The training will cover all known and existing hazards, including hazards reported to the client company or the Day and Temporary Labor Services Agency by a worker. Training will be provided at no cost to you, and you must be paid for time spent in training.

### RIGHT TO REFUSE ASSIGNMENT DUE TO A LABOR DISPUTE

You have the right to refuse assignment to the client company's worksite or location where there is a strike, lockout, or other labor trouble without being retaliated against by your Day and Temporary Labor Services Agency.

### TRANSPORTATION

If your Day and Temporary Labor Services Agency or client company provides transportation to a worksite or refers you to a particular person, company, or carpool that provides transportation to a worksite, you cannot be charged for that transportation.

## COMPLAINTS

To file a complaint or report a violation with the Department of Labor, visit [labor.illinois.gov](http://labor.illinois.gov) or call toll-free at

**1-877-314-7052**

## DAY AND TEMPORARY LABOR AGENCIES' RESPONSIBILITIES

### REQUIRED NOTICE

Each Day and Temporary Labor Services Agency shall post this notice in an area easily accessible to all workers at each work location or branch office.

### WAGE PAYMENT AND NOTICE TO THE WORKER

A Day and Temporary Labor Services Agency shall provide, on a paycheck stub, a detailed statement with the following:

- contact information about each client company where the laborer worked
- number of hours worked at each client company's worksite each day
- rate of pay for each hour worked
- total pay period earnings
- all deductions

The Day and Temporary Labor Services Agency shall also provide each worker an annual earnings summary within a reasonable time after the preceding calendar year. Temporary workers have the right to request that their Day and Temporary Labor Services Agency issue weekly, bi-weekly, or semi-monthly checks.

### TRANSPORTATION

Day and Temporary Labor Services Agencies are responsible for the conduct of drivers providing transportation for workers unless an exception applies in the Act.

### REGISTRATION

Day and Temporary Labor Services Agencies must register with the Illinois Department of Labor. Registration information is available online at [labor.illinois.gov/idtlsa](http://labor.illinois.gov/idtlsa)

### PLACEMENT FEES

Conversion or Placement fees cannot be charged by an agency after a laborer has performed work for 60 days at a third-party client.





State of Illinois  
Department of Labor

# Employee Classification Act

(820 ILCS 185/1-999)

## NOTICE TO INDIVIDUALS PERFORMING SERVICES FOR CONSTRUCTION CONTRACTORS

**REQUIRED POSTING** – Contractors that have one or more individuals **not** classified as employees must post this notice in a conspicuous place on each jobsite and in their offices.

### EMPLOYEE CLASSIFICATION ACT (820 ILCS 185/1-999)

The Employee Classification Act establishes criteria to determine if an individual performing services for a construction contractor is an employee of the contractor or is an independent contractor. Individuals performing services for contractors are presumed to be employees of the contractor unless they meet criteria specified in Section 10 of the law. The Act seeks to ensure that workers in the construction industry are offered protections under numerous labor laws, including minimum wage, overtime, workers' compensation and unemployment insurance and are not misclassified as independent contractors in order to avoid tax and labor law obligations.

Any aggrieved individual or interested party has the right to file a complaint with the Department of Labor or file a private lawsuit seeking remedies for misclassification violations, including collection of any wages, employment benefits or other compensation denied or lost, monetary damages, attorney's fees and court costs. Contractors determined to be in violation of the Act are subject to civil and criminal penalties.

It is a violation of the Act to discharge an individual for exercising any rights, including making a complaint or testifying in an investigation under the Act, subject to additional damages, attorney's fees and costs.

**For more information or to file a complaint, contact:**

## AVISO A PERSONAS QUE TRABAJAN PARCONTRATISTAS EN EL AREA DE LA CONSTRUCCION

**FIJACION OBLIGATORIA** – Contratistas que disponen de uno ó más individuos que **no** son catalogados como "empleados" deben de fijar este aviso en un lugar sobresaliente en cada sitio de trabajo y en sus oficinas.

### LA LEY DE CODIFICACION PARA EL EMPLEADO (820 ILCS 185/1-999)

La Ley de Codificación Para el Empleado decreta normas para determinar si una persona que trabaja para contratistas en el área de la construcción es un "empleado" del contratista ó si es un "contratista independiente." Las personas que trabajan para contratistas son presuntamente empleados, al menos que ellos cumplan ciertos criterios establecidos en la Sección 10 de esta ley. La ley intenta asegurar que trabajadores en la industria de la construcción sean protegidos bajo varias leyes de trabajo (incluyendo la del salario mínimo, horas extras, protección laboral y seguro de desempleo) y que no sean clasificados erróneamente como "contratistas independientes" para que el contratista pueda evitar sus obligaciones en relación a impuestos y las leyes de trabajo.

Cualquier persona perjudicada, ó que tenga un interés directo, tiene el derecho de presentar un reclamo con el Departamento de Trabajo, ó puede presentar una demanda privada demandando remedios por infracciones al ser clasificados erróneamente (incluyendo recopilación de salario, beneficios por ser empleado ó cualquier otra compensación que le fue negada ó perdida, así como también pérdidas monetarias y costos de abogado y de la corte). Contratistas a quienes se les haya determinado que han violado la ley son sujetos a sanciones civiles y criminales.

Es una infracción despedir a un trabajador por ejercer sus derechos bajo esta ley (incluyendo el poner un reclamo ó por dar testimonio en una investigación bajo esta ley) y puede ser sujeto a daños adicionales, costos de abogado y de la corte.

**Para más información ó para presentar un reclamo, comuníquese al:**

## ZAWIADOMIENIE DLA OSÓB WYKONUJĄCYCH PRACE NA ZLECENIE DLA FIRM BUDOWLANO-KONTRAKTORSKICH

**WYMAGA SIĘ WYWIESIĆ W MIEJSCU PRACY** – Właściciele firm budowlanych, zatrudniające osoby oficjalnie **nie** będące pracownikami firmy, muszą umieścić to ogłoszenie w widocznym miejscu na każdym placu budowy i w swoich biurach.

### USTAWA DOTYCZĄCA KLASYFIKACJI PRACOWNIKÓW (820 ILCS 185/1-999)

Ustawa dotycząca klasyfikacji pracowników ustala kryteria czy osoba wykonująca prace na zlecenie dla firmy budowlano-kontraktorskiej jest pracownikiem firmy zlecającej usługi czy też jest pracownikiem niezależnym.

Osoby wykonujące usługi na zlecenie dla właścicieli firm budowlanych są uznawane za pracowników firm dla których wykonują zlecenie; wyjątek stanowi spełnienie kryteriów zawartych w Paragrafie 10 Kodeksu Pracy. Ustawa ma na celu chronić prawa osób zatrudnionych w przemyśle budowlanym zagwarantowanych przez prawo pracy, włączając prawo do minimalnej stawki, nadgodzin, odszkodowań pracowniczych i ubezpieczeń na bezrobocie i że nie zostaną błędnie sklasyfikowani jako niezależni wykonawcy w celu uniknięcia zobowiązań podatkowych i zobowiązań dotyczących prawa pracowników.

Każda osoba, której prawa zostały naruszone, oraz osoby postronne mogą złożyć skargę w Departamencie Pracy lub też dochodzić swoich praw drogą sądową o zadośćuczynienie za naruszenia błędnej klasyfikacji, w tym o pobranie wynagrodzenia, świadczeń pracowniczych lub innych odmówionych lub utraconych odszkodowań, odszkodowań pieniężnych, honorariów adwokackich i kosztów sądowych. Wykonawcy uznani za naruszających ustawę podlegają sankcjom cywilnym i karnym.

Naruszeniem ustawy jest zwolnienie pracownika który domaga się swoich praw, w tym składania skarg lub składania zeznań w dochodzeniu na podstawie ustawy, z zastrzeżeniem dodatkowych odszkodowań, honorariów adwokackich i kosztów.

**Aby złożyć skargę lub uzyskać więcej informacji skontaktuj się z:**

### Springfield Office

524 South 2nd St., Suite 400  
Springfield, Illinois 62701  
(217) 782-6206  
Fax: (217) 782-0596

### Chicago Office

160 N. LaSalle St., 13th Floor  
Chicago, Illinois 60601  
(312) 793-2800  
Fax: (312) 793-5257

### Marion Office

2309 W. Main St., Suite 115  
Marion, Illinois 62959  
(618) 993-7090  
Fax: (618) 993-7258



Illinois Department of  
**LABOR**

[www.Labor.Illinois.gov](http://www.Labor.Illinois.gov)  
[DOL.Questions@Illinois.gov](mailto:DOL.Questions@Illinois.gov)





This is a summary of laws that satisfies Illinois Department of Labor posting requirements.

# Your Rights Under Illinois Employment Laws



The mission of the Illinois Department of Labor is to protect and promote the wages, welfare, working conditions, and safety of Illinois workers by enforcing State labor and employment laws, providing compliance assistance to employers, and increasing public awareness of workplace protections. Through enforcement, education, and community partnerships, the Department works to ensure that workers are paid what they are owed and that employers who follow the law remain competitive.

## Minimum Wage & Overtime

### SETS MINIMUM WAGE FOR EMPLOYEES

Effective Jan. 1 2024

**\$14.00** PER HOUR

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.

**\$8.40** PER HOUR

Applies to tipped employees. 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.

**\$12.00** PER HOUR

Applies to youths (under 18) working fewer than 650 hours per calendar year.

### Overtime

Most hourly employees and some salaried employees are covered by the overtime law and must be compensated at time and one-half 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.

Hotline: 1-312-793-2808

## Meal & Rest Periods

### ONE DAY REST IN SEVEN ACT

Provides employees with 24 consecutive hours of rest within every seven (7) consecutive day period.

- Employers may obtain permits from the Department allowing employees to voluntarily work seven consecutive days.
- Employees working 7 1/2 continuous hours must be allowed a meal period of at least 20 minutes no later than 5 hours after the start of work, and an additional 20 minutes if working a 12 hour shift or longer.
- Employees must be afforded reasonable bathroom breaks.

Hotline: 1-312-793-2804

## Violent Crime Victims' Leave

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

- Effective 1/1/24: Employees with employers of any size are entitled to 2 additional weeks unpaid leave for reasons relating to a family or household member's death due to a crime of violence to be completed within 60 days after the date employee received notice of the death of the victim.

Hotline: 1-312-793-2800

## Paid Leave

### REQUIRES PAID LEAVE FOR ANY REASON

- **Workers:** Earn up to 40 hours of paid leave from work per year.
- **Use:** Workers can use paid leave for any reason of their choosing. Employers may not require workers to provide a reason for their paid leave request.
- **Accrual:** Workers earn 1 hour of paid leave for every 40 hours they work. Employers may also provide workers with all paid leave hours at the start of the 12-month period (frontloading).
- **Carryover:** Workers rollover all unused accrued paid leave at the end of the year. Any unused frontloaded leave does not have to be carried over.
- **Retaliation is prohibited:** Penalties may apply to employers that take adverse action against workers who exercise their rights under this law.

### Existing Policy and Exclusions

Certain exceptions may apply for employers who already provide their workers with paid leave. There are also certain categories of workers that are not covered by the law.

Hotline: 312-793-2600

## 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 non- African American employees
- Certain employees at large businesses may request wage/salary history for their job title from IDOL.

Hotline: 1-866-372-4365

## 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



For more information or to file a complaint, contact the Department at:

524 South 2nd St, Suite 400, Springfield, IL 62701 (217) 782-6206  
160 N. LaSalle, St, Suite C-1300, Chicago, IL 60601 (312) 793-2800  
2309 W. Main Street, Suite 115 Marion, IL 62959 (618) 993-7090  
For a complete text of the laws, visit our website: [www.labor.illinois.gov](http://www.labor.illinois.gov)

**THIS NOTICE MUST BE DISPLAYED IN A CONSPICUOUS PLACE ON THE PREMISES OF THE EMPLOYER WHERE OTHER NOTICES ARE POSTED.**





# Job Safety and Health IT'S THE LAW!

## Required Posting for State and Local Government Employers

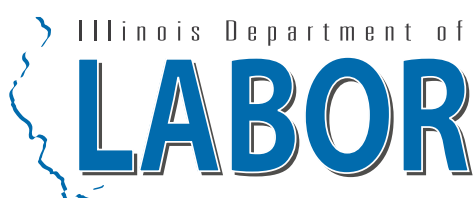
### EMPLOYEES:

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

### 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 Region V Office: Federal Building, 230 South Dearborn Street, Room 3244, Chicago, IL 60604. Phone: 312-353-2220.



[labor.illinois.gov](http://labor.illinois.gov)  
160 N. LaSalle Street, C-1300  
Chicago, IL 60601  
(312) 793-7308  
Fax: (312) 793-2081



[OSHA.illinois.gov](http://OSHA.illinois.gov)  
524 S. 2nd Street, Suite 400  
Springfield, IL 62701  
(217)782-9386  
[dol.safety@illinois.gov](mailto:dol.safety@illinois.gov)

Free Safety & Health Consultation Services



[worksafe.illinois.gov](http://worksafe.illinois.gov)  
524 S. 2nd Street, Suite 400  
Springfield, IL 62701  
1-800-972-4216  
[dol.consultation@illinois.gov](mailto:dol.consultation@illinois.gov)





# PAID LEAVE FOR ALL WORKERS ACT NOTICE

Employers must provide employees with up to 40 hours of paid leave for any reason.

## Paid Leave

- **Workers:** Earn up to 40 hours of paid leave from work per year.
- **Use:** Workers can use paid leave for any reason of their choosing. Employers may not require workers to provide a reason for their paid leave request or require a worker to find a replacement worker.
- **Accrual:** Workers earn 1 hour of paid leave for every 40 hours they work. Employers may also provide workers with all paid leave hours at the start of the 12-month period (frontloading).
- **Carryover:** Workers rollover all unused accrued paid leave at the end of the year. Any unused frontloaded leave does not have to be carried over.

- **Retaliation is prohibited:** Penalties may apply to employers that take adverse action against workers who exercise their rights under this law.



## Penalties

Workers may recover the amount they should have been paid for the leave, penalties, and other equitable relief.

## Filing a Complaint

A worker may file a complaint with the Illinois Department of Labor alleging a violation of this Act by filling out a complaint form at [labor.illinois.gov/paidleave](http://labor.illinois.gov/paidleave).

## Existing Policy and Exclusions

Certain exceptions may apply for employers who already provide their workers with paid leave. There are also certain categories of workers that are not covered by the law.

See QR code for more information on how to file a complaint and applicable exceptions to the law.



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:  
[DOL.PaidLeave@illinois.gov](mailto:DOL.PaidLeave@illinois.gov)

312-793-2600

**THIS NOTICE MUST BE DISPLAYED IN A CONSPICUOUS PLACE ON THE PREMISES OF THE EMPLOYER WHERE OTHER NOTICES ARE POSTED.**

# 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:

555 W Monroe Street, 7th Floor

Chicago, IL 60661

(312) 814-6200

(866) 740-3953 (TTY)

(312) 814-6251 (Fax)

Springfield:

524 S. 2nd St., Suite 300

Springfield, IL 62701

(217) 785-5100

(866) 740-3953 (TTY)

(217) 785-5106 (Fax)

Website: [dhr.illinois.gov](http://dhr.illinois.gov)

Email: [IDHR.Intake@illinois.gov](mailto: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](http://www.illinois.gov/dhr)





State of Illinois  
Illinois Department of Public Health

# 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)



Smoke-Free Illinois Act 95-0017





# Illinois Wage Payment and Collection Act

Failure of Subcontractors to Pay Workers' Wages



Illinois law requires that employees be paid for work performed. Primary contractors, also known as general contractors, may be liable if subcontractors do not pay their workers.

## WHAT CONTRACTORS SHOULD KNOW

**NOTICE:** For employees working for contractors and subcontractors on certain private construction projects where costs exceed \$20,000, if the subcontractor does not pay all wages or fringe benefits owed, the general contractor who hired the subcontractor may be liable to cover the back wages and fringe benefits owed to the employee, as well as interest, penalties, and reasonable attorney's fees. The general contractor is not liable to cover related liquidated damages.

**EXCEPTIONS:** This requirement does not apply to work where the general contractor is covered by a collective bargaining agreement; alteration or repair to a single-family home or a single unit in a multi-family structure; projects valued at \$20,000 or less; work performed pursuant to contracts that were entered into before July 1, 2022; or work performed by a contractor of the federal government, the State, a special district, a city, a county, or any political subdivision of the State.

For further information see  
<https://labor.illinois.gov/>

(312) 793-2808  
DOL.Wages@Illinois.gov

### FILE A CLAIM



<https://labor.illinois.gov/complaints.html>

## WHAT WORKERS SHOULD KNOW

**NOTICE:** If your employer is a subcontractor hired by a primary general contractor, and your employer does not pay you your earned wages and fringe benefits, the primary contractor who hired them may be responsible for paying you your wages and benefits. The Illinois Department of Labor can help you determine whether your situation qualifies.

If your contractor doesn't pay your full wages, you may file a claim within three years of the nonpayment or underpayment of your wages.

This law applies to workers on certain private construction projects. If you are unsure of the type of project, or whether the project qualifies, please call 312-793-2808. Leave a voicemail, and an Illinois Department of Labor staff member will return your call.

### FILING A CLAIM FOR UNPAID WAGES

Employees may file claims with the Illinois Department of Labor, or may file a civil action in circuit court. Before filing a civil action for unpaid wages against a general contractor, an employee must notify their employer (the subcontractor) and the general contractor in writing that the employee intends to file a civil action, and the nature and basis for the action. The subcontractor and general contractor then have 10 days to resolve the issue before the employee is free to go forward with formally filing a civil action in a circuit court. No waiting period is necessary for filing a claim with IDOL. To file a claim or learn more, call 312-793-2808. Leave a voicemail, and an Illinois Department of Labor staff member will return your call. The Illinois Department of Labor can assist in filing your claim.

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



# 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 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 contract approved by the Commission cannot be reopened. Only settlements approved by the Commission are binding.

For more information, go to the Illinois Workers' Compensation Commission's Web site or call any office:

Toll-free: 866/352-3033

Chicago: 312/814-6611

Peoria: 309/671-3019

Springfield: 217/785-7087

Web site: [www.iwcc.il.gov](http://www.iwcc.il.gov)

Collinsville: 618/346-3450

Rockford: 815/987-7292

TDD (Deaf): 312/814-2959

**BY LAW, EMPLOYERS MUST DISPLAY THIS NOTICE IN A PROMINENT PLACE  
IN EACH WORKPLACE AND COMPLETE THE INFORMATION BELOW.**

Party handling workers' compensation claims			
Business address			
Business phone			
Effective date		Termination date	
Policy number		Employer's FEIN	