• Conduct that might reasonably discourage someone

participating in an investigation or proceeding
Conduct that coerces, intimidates, threatens, or interference

from opposing discrimination, filing a charge, or

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

limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach

Submit an inquiry through the EEOC's public portal:

1–844–234–5122 (ASL video phone)

https://publicportal.eeoc.gov/Portal/Login.aspx

the EEOC in any of the following ways

1-800-669-6820 (TTY)

www.eeoc.gov/field-office)

imination. Do not delay, because there are strict tin

**EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL** Know Your Rights: Workplace Discrimination is Illegal

cory? All aspects of employment, including:

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. • Retaliation for filing a charge, reasonably opposing • Employees (current and former), including managers discrimination, or participating in a discrimination and temporary employees lawsuit, investigation, or proceeding Interference, coercion, or threats related to exercising Job applicants Union members and applicants for membership in a union rights regarding disability discrimination or pregnancy What Organizations are Covered? What Employment Practices can be Challenged as Most private employers • State and local governments (as employers) Educational institutions (as employers) Discharge, firing, or lay-off Harassment (including unwelcome verbal or

 Staffing agencies What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate Hiring or promotion against you, regardless of your immigration status, on the Pay (unequal wages or compensation) • Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical Race ReligionNational origin

• Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity) • Age (40 and older)

Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic

disabilities at all levels of employment, including the executive level.

condition; or a sincerely-held religious belief, **Call** 1–800–669–4000 (toll free) observance or practice Visit an EEOC field office (information at Classification Referral E-Mail info@eeoc.gov Obtaining or disclosing genetic information Additional information about the EEOC, including information about filing a charge · Requesting or disclosing medical information of discrimination, is available at www.eeoc.gov. services, or family medical history) **EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS** The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of nforces the nondiscrimination and affirmative action commitments of companies 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and

doing business with the Federal Government. If you are applying for a job with, or are requires affirmative action to recruit, employ, and advance in employment, disabled an employee of a company with a Federal contract or subcontract, you are protected veterans, recently separated veterans (i.e., within three years of discharge or release under Federal law from discrimination on the following bases: Race, Color, Religion, From active duty), active duty wartime or campaign badge veterans, or Armed Forces from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans. Retaliation, Gender Identity, National Origin Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes color, religion, sex, sexual órientation, gender identity, or national origin, and requires discrimination by Federal contractors under these Federal laws. Any person who believes affirmative action to ensure equality of opportunity in all aspects of employment. a contractor has violated its nondiscrimination or affirmative action obligations under Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on The Office of Federal Contract Compliance Pro-The Office of Federal Contract Compliance Programs (OFCCP) inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. **Disability** Section 503 of the Rehabilitation Act of 1973, U.S. Department of Labor 200 Constitution Avenue, N.W. as amended, protects qualified individuals with disabilities from discrimination in hiring, 1-800-397-6251 (toll-free) promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil which receive Federal financial assistance. Individuals with Disabilities Section 504 of Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the prohibits discrimination on the basis of race, color or national origin in programs or basis of disability in any program or activity which receives Federal financial assistance. activities receiving Federal financial assistance. Employment discrimination is covered by Discrimination is prohibited in all aspects of employment against persons with disabilities Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing the job. If you believe you have been discriminated against in a program of any institution services under such programs. Title IX of the Education Amendments of 1972 prohibits which receives Federal financial assistance, you should immediately contact the Federal employment discrimination on the basis of sex in educational programs or activities agency providing such assistance.

**ILLINOIS MINIMUM WAGE** 

at <a href="https://www.dol.gov/agencies/ofccp/contact">https://www.dol.gov/agencies/ofccp/contact</a>.

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.

not allowed except as specified by law.

Employers must reimburse employees for all necessary expenditures or losses incurred by ar

mployee during the scope of employment and

mployee must submit reimbursement request

related to services performed for the employer.

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

Your Rights Under Illinois Employment Laws

**Minimum Wage & Overtime** SETS MINIMUM WAGE FOR EMPLOYEES Effective Jan. 1 2025

\$15.00 PER HOUR

Applies to employers with 4 or more employees. Domestic

Certain workers are not covered by the Minimum Wage

workers are covered even if the employer only has 1 worker.

State of Illinois
Illinois Denartment of Is

Illinois Department of Labor

Law and some workers may be paid less than the minimum **\$9.00** PER HOUR

Applies to tipped employees. If an employee's tips combined minimum wage, the employer must make up the difference.

\$13.00 PER HOUR Applies to youths (under 18) working fewer than 650 hours

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 Hotline: 1-800-478-3998

**Child Labor** 

quirements 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 ful 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 18 hours per week when school is in session or 40 hours per week when school is not in session. 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 Employees must receive their final compensation, including earned wages, their next regularly scheduled payday. Unauthorized deductions from paychecks are

Employer must provide an employee with a paystub for every pay period. Hotline: 1-312-793-2808

**Meal & Rest Periods** 

ONE DAY REST IN SEVEN ACT

within 30 calendar days unless an employer

policy allows for additional time to

Provides employees with 24 consecutive hours of rest within every seven (7) nsecutive 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 of 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

Hotline: 1-312-793-2800

of the victim.

\* Illinois Veterans Benefits and Services

**Paid Leave Unpaid Wages** WAGE PAYMENT AND COLLECTION ACT 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** 

ertain exceptions may apply for employers who Iready 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 nen doing the same or substantially similar work,

nless such wage differences are based upon a senior vstem, 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.

Employers that publish job postings must include that position's pay and benefits if an individual works in Illinois or, if working remotely out of state, reports to a supervisor or work location in Hotline: 1-866-372-4365 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 ır website: www.labor.illinois.gov

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**VETERANS BENEFITS AND SERVICES** 

understanding their rights, protections, and accommodations

ILLINOIS DEPARTMENT OF VETERANS AFFAIRS

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

**Illinois State Benefits Support** 

**Legal Services** 

**Educational Benefits** 

Homeless Veterans

National Call Center for Homeless Veterans at (877) 4AID-VET (877-424-3838)

**Protections for Survivors of Sexual Violence in the Military** 

To learn more about established protections, refer to: PA 102-0890 (ilga.gov)

For Service Members, Veterans, and Families (SMVF) in Crisis

rans Affairs Prince Home

Veterans Crisis Line

DIAL 988 then PRESS (

## **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. . 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 iniury 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

Peoria: 309/671-3019

Rockford: 815/987-7292

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:

Chicago: 312/814-6611 Toll-free: 866/352-3033

Collinsville: 618/346-3450

Web site: www.iwcc.il.gov

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

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 Termination date Effective date Employer's FEIN Policy number** 

PAYDAY NOTICE

**Regular Paydays for Employees of** 

(Company Name) Shall be as follows:

PAID LEAVE

PAID LEAVE FOR ALL WORKERS ACT NOTICE

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

**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

Paid Leave

apply to employers that take adverse action against workers who exercise their rights under this law

• Retaliation is prohibited: Penalties may



Labor alleging a violation of this Act by filling out a complaint form at 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.

Workers may recover the amount they should have been paid

Filing a Complaint

A worker may file a complaint with the Illinois Department of

for the leave, penalties, and other equitable relief.

For a complete text of the laws, visit our website at: www.labor.illinois.gov

Springfield: 217/785-7087

TDD (Deaf): 312/814-2959

For more information or to file a Complaint, contact us at: **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.** 

Printed by the Authority of State of Illinois 12/23 IOCI 24-1010 PAY TRANSPARENCY

State of Illinois
Illinois Department of La Pay Transparency Updates to the Illinois Equal Pay Act of 2003 **Employers with Pay Transparency Requirements Opportunity for Promotion** 

Any employer with 15 or more employees who, after January 1, 2025, publishes a job posting for a specific employment opportunity is required to include pay and benefits information in the job posting **IF** the work is to be performed:

 Physically in Illinois, at least in part OR • Outside Illinois, but reporting to an Illinois supervisor, office, or work site. **Required Information** 

Wage or salary (or a defined pay range) and general description of benefits

• Employers may include a hyperlink to a publicly viewable web page that includes pay and benefits, so long as it gives pay and benefits for the specific position. **Phone:** (312) 793-6797

for the position advertised.



Email: DOL.EqualPay@illinois.gov Website: Labor.Illinois.gov/pay

hire, promote, or employ, and shall not otherwise retaliate against, an applicant for employment or an employee for exercising any rights **Penalties** An employer may have to pay penalties if, after investigation, the Department finds that they have violated these

When an employer with 15 or more employees chooses to publish

a specific job posting externally, such as on a job board or website,

Please note that this requirement only applies for jobs to be

to an Illinois supervisor, office, or work site

To file a complaint, visit labor.illinois.gov/pay

then the employer must also inform all current employees of the job

performed at least in part in Illinois, or outside Illinois but reporting

**Complaints** 

A person may file a complaint about pay transparency or promotiona

Retaliation

An employer or an employment agency shall not refuse to interview,

opportunity in job postings within one year of the violation.

requirements.

Printed by the Authority of State of Illinois 11/24 IOCI 25-0964

**UNEMPLOYMENT INSURANCE** 

**Illinois Department of Employment Security** 

to workers about Unemployment **Insurance Benefits** 

eligible unemployed workers and for the collection of employer contributions from

THE POSTING OF THIS NOTICE IS REQUIRED BY THE ILLINOIS UNEMPLOYMENT INSURANCE ACT. The Illinois Unemployment Insurance Act provides for the payment of benefits to

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 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 he 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 **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 though our web site at:

Every claimant who files a new claim for unemployment insurance benefits nust 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

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: 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 Last year between: This 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 letermined differently. Contact your local IDES office for more information.

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.

subject to mandatory income tax withholding, if you do not choose to

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

withhold, you may be required to make estimated tax payments using Internal

Revenue Service Form 1040 ES and Illinois Department of Revenue Form IL

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.

• Discriminate against you because of your pregnancy.

Human Rights' fact sheet from our website at dhr.illinois.gov

Es ilegal que su empleador la despida, se niegue a contratarla o a

• Retaliate against you because you requested a reasonable

It is illegal for your employer to fire you, refuse to hire you or to refuse to

proporcionarle una adaptación razonable a causa de su embarazo. Para

provide you with a reasonable accommodation because of your pregnancy. For

obtener información sobre el embarazo y sus derechos en el lugar de trabajo en

more information regarding your rights, download the Illinois Department of

EMPLOYERS ARE REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE FOR ALL EMPLOYÉES. Printed by the Authority of the State of Illinois Stock Number 4427/BEN-57 (rev. 8/12)

PREGNANCY RIGHTS IN THE WORKPLACE

If so, you have the right to:

statewide average weekly wage is calculated each year.

# **PREGNANCY** and your **RIGHTS** in the WORKPLACE

• 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

 Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

**CHICAGO OFFICE** 

555 W Monroe St, Ste. 700

Intake Unit

Chicago, IL 60661

ILLINOIS DEPARTMENT OF **Human Rights** 

For immediate help or if you have questions regarding your rights. Call 312-814-6200 or 217-785-5100 or (866) 740-3953 (TTY)

FEDERAL MINIMUM WAGE

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

**SPRINGFIELD OFFICE** 524 S 2nd Steet, 3rd Floor Intake Unit Springfield, IL 62701

Learn more, contact IDHR, or initiate a charge at: https://dhr.illinois.gov

Printed by the Authority of the State of Illinois. IDHR ENG. web. (02/23).

**EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT** FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009

Your employer cannot:

español, visite dhr.illinois.gov

accommodation

The law requires employers to display this poster where employees can readily may also be assessed for violations of the FLSA's child labor provisions. Heightened 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 outside school hours in various non-manufacturing, non-mining, non-hazardous iobs with certain work hours restrictions. Different rules apply or overtime pay provisions. Certain narrow exemptions also apply to the pump at IP CREDIT Employers of "tipped employees" who meet certain conditions may claim work requirements. · Special provisions apply to workers in American Samoa, the Commonwealth of the

against their minimum wage obligation. If an employee's tips combined with the • Some state laws provide greater employee protections; employers must comply with mployer's cash wage of at least \$2.13 per hour do not equal the minimum hourly JMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from Certain full-time students, student learners, apprentices, and workers with disabilities intrusion from coworkers and the public, which may be used by the employee to may be paid less than the minimum wage under special certificates issued by the **ENFORCEMENT** The Department has authority to recover back wages and an equal

civil money 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

• Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage Department of Labor.



### FMLA - FAMILY AND MEDICAL LEAVE ACT

## **Your Employee Rights Under the Family and Medical Leave Act**

Vhat is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that • If advance notice is not possible, give notice as soon as possible. provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period

The birth, adoption or foster placement of a child with you, Your serious mental or physical health condition that makes you unable to work, To care for your spouse, child or parent with a serious mental or physical health any state or local law or collective bargaining agreement that provides greater family or Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember. eligible employee who is the spouse, child, parent or next of kin of a covered rvicemember with a serious injury or illness may take up to 26 workweeks of FMLA eave in a single 12-month period to care for the servicemembe

ou have the right to use FMLA leave in one block of time. When it is medically

necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave. Am I eligible to take FMLA leave? You are an eligible employee if all of the following You work for a covered employer You have worked for your employer at least 12 months,

Your employer has at least 50 employees within 75 miles of your work location. Airline flight crew employees have different "hours of service" requirements. You work for a **covered employer** if **one** of the following applies: You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year, You work for an elementary or public or private secondary school, or You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management. ow do I request FMLA leave? Generally, to request FMLA leave you must:

to certain prospective employees of security service firms (armored car, alarm, and

you return to work or apply for reemployment in a timely manner after conclusion of

this requirement by displaying the text of this notice where they customarily place notices for employees.

U.S. Department of Justice

have applied for membership in the uniformed service; or

Since you last filed form W-4 with your employer did you...

Were there major changes to...
• Your nonwage income (interest, dividends, capital gains, etc.)?

Your family wage income (you or your spouse started or ended a job)?

are obligated to serve in the uniformed service;

then an employer may not deny you:

Employer Support Of The Guard And Reserve 1-800-336-4590

initial employment;

pecause of this status.

retention in employment;

any benefit of employment

Gain or lose a dependent?

Your itemized deductions?

If you can answer "YES"...

Change your name?

reemployment;

promotion; or

Follow your employer's normal policies for requesting leave

test or for exercising other rights under the Act.

Give notice at least 30 days before your need for FMLA leave, or

vour leave, and

You have at least 1,250 hours of service for your employer during the 12 months before About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-protected

must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave Your **employer** may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency. The FMLA does not affect any federal or state law prohibiting discrimination or supersede State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain ongressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

What does my employer need to do? If you are eligible for FMLA leave, your employer Allow you to take job-protected time off work for a qualifying reason, Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation. After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer** <u>must</u> **confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint



### ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination. For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

## **EMPLOYEE POLYGRAPH PROTECTION ACT**

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT The Employee Polygraph Protection Act prohibits most private employers from which is more restrictive with respect to lie detector tests.

using lie detector tests either for pre-employment screening or during the course

EXAMINEE RIGHTS Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a PROHIBITIONS Employers are generally prohibited from requiring or requesting any number of specific rights, including the right to a written notice before testing, the right employee or job applicant to take a lie detector test, and from discharging, disciplining, to refuse or discontinue a test, and the right not to have test results disclosed to or discriminating against an employee or prospective employee for refusing to take a unauthorized persons.

**ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations and EXEMPTIONS Federal, State and local governments are not affected by the law. Also, the assess civil penalties against violators. Employees or job applicants may also bring their law does not apply to tests given by the Federal Government to certain private own court actions. individuals engaged in national security-related activities. The Act permits polygraph (a

kind of lie detector) tests to be administered in the private sector, subject to restrictions,

JOB APPLICANTS CAN READILY SEE IT.

UNITED STATES DEPARTMENT OF LABOR

guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining agreement 1-866-487-9243 www.dol.gov/agencies/wh

• 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

### 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 In addition, an employer may not retaliate against anyone assisting in the enforcement of leave that job to perform service in the uniformed service and: USERRA rights, including testifying or making a statement in connection with a proceeding • you ensure that your employer receives advance written or verbal notice of your service; under USERRA, even if that person has no service connection. ou have five years or less of cumulative service in the uniformed services while with HEALTH INSURANCE PROTECTION

to 24 months while in the military. you have not been separated from service with a disqualifying discharge or under other • Even if you don't elect to continue coverage during your military service, you have than honorable conditions. 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 f 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, exclusions) except for service-connected illnesses or injuries. a comparable job. RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION If you: •The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is are a past or present member of the uniformed service; authorized to investigate and resolve complaints of USERRA violations.

> VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/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 The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet

> Office of Special Counsel WITHHOLDING STATUS

> > See your employer for a copy of Form W-4 or call the "IRS at 1-800-829-3676.

Now is the time to check your withholding. For more details, get Publication 919, How

individuals on the IRS web site **Employer:** Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.

To any of these questions or you owed extra tax when you filed your last return, you ISERRA - ILLINOIS SERVICEMEMBER EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

YOU MAY NEED TO CHECK YOUR WITHHOLDING

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.

ISERRA by providing information, training, advocacy, and enforcement. All members of the Armed Forces of the United States whether active duty or reserve, including the National Guard when performing State duty. All members of Military Auxiliary Radio System, United States Coast Guard Reserve, Civil Air Patrol, and the Merchant Marines when performing official duties Members who are released from military duty with follow-on care by the Department of Defense.

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

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

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

This notice is available for download on the Attorney General's website by going to https://illinoisattorneygeneral.gov/rights-of-the-people/military-andveterans-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 employers customarily place notices for employees. ISERRA  $is codified as Public Act 100-1101 \ and \ can be found at www.ilga.gov/legislation/publicacts/100/PDF/100-1101.pdf$ Printed by authority of the State of Illinois. 06/23 This material is available in alternate format upon request

DISCRIMINATION AND SEXUAL HARASSMENT YOU HAVE THE RIGHT TO BE FREE FROM

ILLINOIS DEPARTMENT OF **Human Rights** 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:

Contact your employer's human resources or personnel department. Contact the Illinois Department of Human Rights (IDHR) to file a charge Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns 555 W Monroe Street, 7th Floor, Chicago, IL 60661 524 S. 2nd St., Suite 300, Springfield, IL 62701

(312) 814-6200 (866) 740-3953(TTY) (312) 814-6251 (Fax) (217) 785-5100 (866) 740-3953 (TTY) (217) 785-5106 (Fax) Website: dhr.illinois.gov | Email: IDHR.Intake@illinois.gov

Employers shall make this poster available and display it where employees can readily see it. This notice is available for download at: www.illinois.gov/dhr

**Victims' Economic Security and Safety Act (VESSA)** 

REQUIRED POSTING FOR EMPLOYERS VESSA provides employees who are victims of domestic violence, sexual violence, Leave permitted during a 12-month period under the act based on number of employees gender violence, or any other crime of violence, and employees who have a family or Number of employees Leave permitted

ecovering from the violence; seeking or receiving medical help, legal assistance (including participation in legal proceedings), counseling, safety planning, or other assistance; temporarily or permanently relocating;

nousehold member who is a victim of such violence, with unpaid, job-guaranteed leave;

reasonable accommodations; and protections from discrimination and retaliation. This

or gender violence, or any other crime of violence, or to ensure economic security. Attending the funeral or alternative to a funeral if death is caused by crime of violence; making arrangements necessitated by a death caused by a crime of violence; or grieving a death caused by a crime of violence. NOTICE AND CERTIFICATION – Employees must provide the employer with at least 48

hours prior notice, unless providing advance notice is not practicable. If an employee is unable to provide advance notice, an employee must provide notice when an employee s able to do so, within a reasonable period of time after the absence. Certification may be provided by a sworn statement of the employee and upon obtaining such other documentation the employee shall provide one of the following: Documentation from an employee, agent or volunteer of a victim services

assisting in addressing the violence; A police, court, or military record; memorial services, or

**DURATION OF LEAVE** – Effective January 1, 2024, employees with employers of any size are entitled to 2 additional weeks (would be additional leave to what the chart below shows) unpaid leave for reasons relating to certain family or household member's death due to a crime of violence to be completed within 60 days after the pertaining to the use of VESSA leave, notice of an employee's intention to take date employee received notice of the death of the victim.

Lincoln Tower Plaza 524 South 2nd Street, Suite 400

(217) 782-6206

Michael A Bilandic Building 160 North LaSalle, Suite C-1300 (312) 793-2800

Regional Office Building 2309 West Main Street, Suite 115 (618) 993-7090

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.

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

**PLACEMENT FEES** Conversion or Placement fees cannot be charged by an agency after a laborer has performed work for 60 days at a thirdparty client.

• For assistance in filing a complaint, or for any other information on USERRA, contact

Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/ (Rev. 8-2009) Cat. No. 11047P







4 weeks

8 weeks

12 weeks

**VESSA - VICTIMS' ECONOMIC SECURITY AND SAFETY ACT** 

Leave may be taken consecutively, intermittently, or on a reduced work schedule basis. For information on filing a complaint please call: 312-793-6797 or visit labor.illinois.gov/laws-rules/conmed/vessa **ACCOMMODATIONS** - VESSA provides that employees are entitled to reasonable taking other actions to increase the safety of the victim from future domestic, sexual, accommodations to address the needs of the victim(s). Accommodations include, but are not limited to, an adjustment to the job structure, workplace facility, work requirements, or telephone number, seating assignment, or physical security of the

1-14 employees

Requested or took VESSA leave for any reason;

15-49 employees

50 or more employees

**DISCRIMINATION AND RETALIATION** - VESSA prohibits employers from discriminating, retaliating, or otherwise treating an employee or job applicant unfavorably if the individual involved: • Is or is perceived to be a victim of domestic, sexual, or gender violence, or any other · Attended, participated in, prepared for, or requested leave to attend, participate in, or prepare for a criminal or civil court or administrative proceeding relating to

A death certificate, published obituary, or written verification of death, burial, or •The workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit domestic, sexual, or gender violence, or any other crime of violence, against the individual or the individual's family or household member; or Exercised any other rights under VESSA.

**CONFIDENTIALITY** - Employers must maintain the confidentiality of all information VESSA leave, and certification provided by the employee.

DAY AND TEMPORARY LABOR SERVICE AGENCIES

DAY AND TEMPORARY LABOR SERVICES ACT

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

To file a complaint or report a violation with the Department of Labor, visit labor. linois.gov or call toll-free at 1-877-314-7052

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domestic, sexual, or gender violence, or any other crime of violence; • Requested an accommodation, regardless of whether the accommodation was

Contact OSHA. We can help.

This poster is available free from OSHA.

**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

U.S. Department of Veterans Affairs Veterans Crisis Line

https://veterans.illinois.gov/

ois Department of Veterans Affairs

Identification Card and military specialized license plates

United States Department of Veterans Affairs federal claims support

military service while providing useful information designed to assist in the receipt

The resources listed are available at no cost to assist Illinois veterans in gaining their earned benefits and services and **Mental Health and Substance Abuse Resources** U.S. Department of Veterans Affairs Veterans Crisis Line Call: 988, press 1 • Text: 838255 Veteran Suicide and Crisis Lifeline

Call: 988, press 1 • Text: 838255

Text: 741741 • Chat: crisistextline.org

**Crisis Text line** 

**State Resources** 

llinois Office of the Attorney General Military and Veterans Rights Bureau inois Secretary of State eteran Driver's License or non-driver Veteran

eterans Affairs Military and Veterans Rights Helpline The Military and Veterans Rights Bureau offers a helpline, 1-800-382-3000, to assist servicemembers, veterans, and dependents on a wide-variety of issues related to

of veterans' benefits.

Printed by the Authority of State of Illinois • 25-1036 •12/24 •10 OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

Job Safety and Health

Occupational Safety
and Health Administration

Job Safety and Health

IT'S THE LAW!

All workers have the right to:

A safe workplace.

retaliated against. Receive information and training on job hazards, including all hazardous substances in your workplace.

Reguest a confidential OSHA inspection

of your workplace if you believe there are

unsafe or unhealthy conditions. You have

the right to have a representative contact

Raise a safety or health concern with

related injury or illness, without being

your employer or OSHA, or report a work-

OSHA on your behalf. Participate (or have your representative participate) in an OSHA inspection and

• File a complaint with OSHA within 30

days (by phone, online or by mail) if you

speak in private to the inspector.

have been retaliated against for using your See any OSHA citations issued to your

employer.

 Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

## **Employers must:**

illness. Comply with all applicable OSHA standards. Notify OSHA within 8 hours of a

in a language and vocabulary they can understand.

amputation, or loss of an eye.

of the alleged violations.

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

On-Site Consultation services are available

### Provide employees a workplace free from recognized hazards. It is illegal to retaliate

workplace fatality or within 24 hours of any work-related inpatient hospitalization,

Prominently display this poster in the

against an employee for using any of their

health and safety concern with you or with

OSHA, or reporting a work-related injury or

rights under the law, including raising a

Post OSHA citations at or near the place

Provide required training to all workers

to small and medium-sized employers, without citation or penalty, through OSHAsupported consultation programs in every state

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 Northern Mariana Islands, and the Commonwealth of Puerto Rico wage, the employer must make up the difference. 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 money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR 1-866-487-9243 www.dol.gov/agencies/whd

## **WH**₹

RIGHT TO REFUSE ASSIGNMENT DUE TO A LABOR DISPUTE

**CORRECT WAGES AND PAYMENT NOTICE** 

A worker that is assigned to work at a client company and performs work at the same client company for more than 720 hours within a 12-month period, has a right to be paid not less than the straight time hourly rate of pay or hourly equivalent of a directly hired employee who is entitled to overtime, provided that the worker performs the same or substantially similar work.

time may be used if the employee or the employee's family or household member is: experiencing an incident of domestic violence, sexual violence, gender violence, or any other crime of violence

organization, an attorney, a member of the clergy, or medical or other professional . Other corroborating evidence.

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company's worksite each day, your rate of pay for each hour worked, total pay period earnings, and all deductions 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

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

for each thirdparty client where you worked, number of hours worked at each client

nust provide you with a detailed statement with the name and contact information

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. If your Day and Temporary Labor Services Agency or client company provides transportation

Day and Temporary Labor Services Agencies must register with the Illinois Department a worksite or refers you to a particular person, company, or carpool that provide transportation to a worksite, you cannot be charged for that transportation.

If there is not a directly hired employee performing the same or substantially similar work, a worker has a right to be paid not less than the straight time hourly rate of pay or hourly equivalent of the lowest paid directly hired employee who is entitled to overtime.