

REQUIRED POSTERS

Illinois employers must post the following posters where employees can see them on occasion (conspicuously displayed):

FEDERAL:

- 1) *Equal Employment:*
The poster "**Equal Employment is the Law**" must be displayed by all employers of 15 or more employees. It cautions against discrimination based on age and sex (equal pay). *Available in English or Spanish.*
- 2) *Minimum Wage-Overtime-Child Labor:*
A poster entitled "**Your Rights Under the Fair Labor Standards Act**" (WH 1088) is required of all employers covered under the Fair Labor Standards Act.
- 3) *Federally-Financed Construction:*
The poster "**Notice to Employees Working on Federal or Federally-Financed Construction Projects**" (WH 1321) must be posted at the job site if the company is engaged in work covered by the Davis-Bacon Act or one of the federal laws applicable to federal or federally-assisted construction.
- 4) *Federal Government Contracts:*
The poster "**Notice to Employees Working on Government Contracts**" (WH 1313) must be posted by contractors and subcontractors with contracts which exceed \$10,000 under Walsh-Healey Public Contract Act or contracts in excess of \$2,500 under the Service Contract Act.
- 5) *Occupational Safety and Health Act:*
The OSHA poster "**You Have a Right to a Safe & Healthful Workplace**" (OSHA 3165) is required of all employers covered by the federal OSHA law. NOTE: There is no special Poster for the OSHA Hazard Communication Standard. *(Available in English or Spanish.)*
- 6) *Polygraph:*
"**Notice - Employee Polygraph Protection Act**" (WH 1462) must be posted by private employers where employees and applicants can see it to advise them of the general prohibition against the use of lie detectors in employment. *(Available in English or Spanish.)*
- 7) *Medical Leave Act:*
The "**Medical Leave Poster**" (WH 1420) must be posted by employers required to give leave for certain family and medical reasons. *(Available in English or Spanish.)*
- 8) *USERRA Notice of Rights and Benefits:*
The Veterans Benefits Improvement Act, enacted by Congress in December 2004, mandates that employers provide the notice to "all persons entitled to rights and benefits under USERRA (*Uniformed Services Employment and Reemployment Rights Act*)."

Call if you need the "**Notice to Workers with Disabilities Paid at Special Minimum Wages**." (WH 1284) must be posted whenever the WH1088 is posted AND the contractor has a certificate to pay less than minimum wage to disabled workers.

STATE:

- 1) "**Notice to Employer and Employee**":
This poster includes the information needed for Payment of Wages, Six Day Week Law, Minors Under 16 and Minimum Wage. It is required for all Illinois employers.
- 2) "**Workers' Compensation Notice to Employees**":
Briefly explains employees' responsibilities if there's a work-related accident. Also has a place to list employer's insurance carrier or the person administering workers' comp claims. (ICPN 1/04)
- 3) "**Victims' Economic Security and Safety Act**":
Explains the rights of those who are the victim of domestic violence. (PA 093-0591)
- 4) "**Equal Pay Act of 2003**":
The Equal Pay Act of 2003 prohibits employers with four or more employees from paying unequal wages to men and women for doing the same or substantially similar work, etc.
- 5) "**Notice to Workers About Unemployment Insurance Benefits**": Explains how to file a claim, benefit amounts, eligibility and more.
- 6) "**Choke-Saving**": Must be posted in every food service facility.

NOTE: As long as they remain legible, these posters may be reduced to 8 1/2 x 11 and photocopied as many times as you require. They do not have to be the same color as the original poster.

RECORDKEEPING:

Federal and Illinois laws vary "all over the lot" regarding what records the employer must retain and for how long. Some general guidelines should be of help:

Fair Employment & Equal Opportunity:

General personnel record (including application forms, promotion and discharge, tests, physical exams, etc.) - 1 year; for employees (name, address, date of birth, occupation, pay rates and earnings) - 3 years.

Wage & Hour:

Payroll records, certificates, agreements, plans, notices, etc. - 3 years; supplementary basic records such as time cards, worktime schedules, wage rate tables, etc. - 3 years.

Employment Verification:

The 1-9 employment eligibility verification form (and related documents) required under the federal Immigration Reform and Control Act (IRCA) must be kept for 3 years from the date of hire or one year after termination, whichever is later.

OSHA:

All federal (e.g. Form 300) and Illinois (e.g. Form 45) reports - 5 years.

ERISA (Pension Reform Act):

All records pertinent to covered plans - 6 years.

NOTE: The laws themselves are the final word. Records pertaining to any pending case should be kept until the case is closed.