

CHICAGO CITY LABOR LAW POSTER



CHICAGO OFFICE OF LABOR STANDARDS



MINIMUM WAGE

SETS MINIMUM WAGE IN CHICAGO (MCC 6-105)

July 1, 2024, Effective Date	Standard Employer 4 or more employees	Youth Workers	Tipped Workers	
			Standard Employer	Youth
Min Wage	\$16.20	\$15.00	\$11.02	\$10.20
Overtime Min Wage	\$24.30	\$22.50	\$19.12	\$17.70

All Domestic Workers must receive at least the \$16.20 minimum wage.
If the tipped wage plus tips does not equal the minimum wage, the Employer must make up the difference.



WAGE THEFT

FORBIDS THE THEFT OF WAGES AND BENEFITS (MCC 6-100)

Wage Theft	Violations and Fines
<ul style="list-style-type: none"> Wage Theft means the non-payment of wages, including paid time off or other paid benefits Employers must pay Employees on time 	<ul style="list-style-type: none"> Employees can recoup unpaid wages plus damages Violators may be subject to fines or civil actions



HUMAN TRAFFICKING

WORKERS ARE PROTECTED UNDER CHICAGO AND ILLINOIS LAW

If you or someone you know is being forced to engage in any activity or forced to work, cannot leave, is having their wages taken, has had their passport or ID taken away, or is being threatened with deportation if they don't work,
Call the National Human Trafficking Hotline 1-888-373-7888 or Text "HELP" to 233733 to access free help and services.
Available at all times in 160 languages and operated by a nongovernmental organization.



FILE A COMPLAINT

Call 311, use the CHI 311 app, or file a Complaint Form at [Chicago.gov/LaborStandards](https://www.chicago.gov/LaborStandards).



ADDITIONAL RESOURCES AND CONTACT INFORMATION

Chicago.gov/LaborStandards

Additional guidance and resources are available at the above listed website. You can find FAQ (frequently asked question) forms, and applicable Promulgated Rules and Regulations for all Chicago Labor Laws.

Address of OLS	E-mail and Phone Number of OLS	Webinar Recordings
Office of Labor Standards 2350 West Ogden Avenue, 1 st Floor Chicago, Illinois 60608	You can reach the OLS at: bacplaborstandards@cityofchicago.org Or 312-744-2211	OLS routinely hosts educational webinars on Chicago's Labor Laws, recordings of those webinars can be accessed at: https://www.youtube.com/chicagobacp



This Notice must be displayed in a conspicuous place at the place of employment and provided with each Covered Employee's first paycheck. Retaliation is prohibited. Notice effective on July 1, 2024. Last updated May 31, 2024.
Scan QR Code to find info for each Labor Law:



CHICAGO CITY LABOR LAW POSTER

CHICAGO OFFICE OF LABOR STANDARDS



PAID LEAVE

REQUIRES PAID LEAVE TO BE USED FOR ANY REASON (MCC 6-130)

Employers must provide Employees who work at least 80 hours within any 120-day period the ability to use Paid Leave (PL) for any reason for an Employee's choosing

Earning Leave	Using Leave	Carrying Over
PL accrues at a rate of 1 hour of PL for every 35 hours worked (up to 40 hours in a 12-month period)	Employees must be allowed to use accrued PL no later than on the 90 th day following the commencement of employment	Up to 16 PL hours can be carried over between 12-month periods (if PL is not frontloaded)



PAID SICK AND SAFE LEAVE

REQUIRES PAID LEAVE FOR MEDICAL OR SAFETY REASONS (MCC 6-130)

Employers must provide Employees who work at least 80 hours within any 120-day period the ability to use Paid Sick Leave (PSL) for medical and safety reasons for both the Employees and their family members

Earning Leave	Using Leave	Carrying Over
PSL accrues at a rate of 1 hour of PSL for every 35 hours worked (up to 40 hours in a 12-month period)	Employees must be allowed to use accrued PSL no later than on the 30 th day following the commencement of employment	Up to 80 PSL hours can be carried over between 12-month period



EMPLOYER POLICIES

EMPLOYERS MUST PROVIDE PAID TIME OFF POLICIES (MCC 6-130)

Policies	Payout of PL upon employment termination
<ul style="list-style-type: none"> Establishment of Paid Time Off Policies, Employer must share Paid Time Off policies with Employees; Paid Leave can be reasonably denied; minimum usage increments cannot exceed 4 hours for PL and 2 hours for PSL 	<ul style="list-style-type: none"> Small Employers (1-50 employees) are exempt Medium Employers (51-100 employees) must pay out up to 16 hours of PL until 12.31.2024; up to 56 hours after that date Large Employers (101+ employees) must pay out up to 56 hours



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FAIR WORKWEEK NOTICE

**REQUIRES PREDICTABLE SCHEDULES AND PAYMENT FOR SCHEDULE CHANGES
(MCC 6-110)**

Employers must provide Workers a written estimate of days and hours of work prior to or upon employment

Employers must post Work Schedules with at least 14 days' notice

When Employers make changes to the Work Schedule less than 14 days before the Work Schedule starts	
Subtracts hours	Workers must receive one hour of additional pay for every impacted shift
Adds hours	
Changes shifts with no loss of hours	

When Employers make changes to a shift less than 24 hours before the shift starts	
Subtracts hours	Workers must receive 50% of their pay for the lost hours
Adds hours	Workers must receive one hour of additional pay for every impacted shift
Changes shifts with no loss of hours	

Workers may decline hours that occur less than 10 hours after the end of the previous day's shift

Workers must be paid 1.25 times regular pay for any shift that begins less than 10 hours after the end of the previous day's shift

WHO IS COVERED BY THE FAIR WORKWEEK ORDINANCE?

Employees who work a majority of time in Chicago, in a covered industry and earn \$61,149.35 per year (salary) or \$31.85 per hour (hourly) or less. This includes temp workers on assignment for 420 hours within an 18-month period.

Employers primarily engaged in a covered industry (building services, healthcare, hotel, manufacturing, restaurant, retail, or warehouse services) that employ 100 or more employees (250 for not for profits), at least 50 of whom are covered by the Ordinance. Franchisees with more than 3 locations might be Employers.

FILE A COMPLAINT

Call 311, use the CHI 311 app, or file a Complaint Form at
Chicago.gov/LaborStandards

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Office of Labor Standards
2350 West Ogden Avenue, 2nd Floor
Chicago, Illinois 60608
Chicago.gov/LaborStandards

Contact:
bacplaborstandards@cityofchicago.org
(312) 744 - 2211
Scan QR Code to find info for each Labor Law:



EMPLOYEES HAVE THE RIGHT TO BE FREE FROM SEXUAL HARASSMENT IN THE WORKPLACE

The City of Chicago has a strict zero tolerance policy against all forms of sexual harassment. Sexual harassment is defined as any unwelcome sexual advances or requests for sexual favors or conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or (2) submission to or rejection of such conduct by an individual is used as the basis for any employment decision; or (3) such conduct substantially interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment; or (4) behavior of a sexual nature which involves coercion, abuse of authority, or misuse of an individual's employment position.

RETALIATION

It is also unlawful for employers to retaliate against an employee because the employee complained about sexual harassment, filed a complaint regarding sexual harassment or participated in an investigation into a sexual harassment complaint.

REPORT SEXUAL HARASSMENT

To report sexual harassment:

- Notify your immediate supervisor, or if the harasser is your supervisor, another manager.
- Contact your employer's human resources or personnel department.
- Contact the Chicago Commission on Human Relations to file a complaint.

Chicago Commission on Human Relations

740 N. Sedgwick, 4th Floor

Chicago, IL 60654

(312) 744-4111

(312) 744-1081 (fax)

(312) 744-1088 (TTY)

www.Chicago.gov/CCHR

cchr@cityofchicago.org



Employers shall display this poster in a location where employees commonly gather.



CHICAGO ANTI-RETALIATION ORDINANCE

CHICAGO LABOR STANDARDS

IF YOU WORK AT LEAST 2 HOURS IN ANY 2 WEEK PERIOD FOR AN EMPLOYER IN CHICAGO,
YOU ARE COVERED BY THE ANTI-RETALIATION ORDINANCE



ANTI-RETALIATION

PROTECTS EMPLOYEES FROM RETALIATION RELATED TO COVID-19

The **Anti-Retaliation Ordinance** prohibits Employers from taking adverse action against Covered Employees for obeying a quarantine order, isolation order, or order from public authorities having to do with COVID-19, **and for taking care of someone subject to such an order**

The Anti-Retaliation Ordinance applies to **five types of orders**

#	Order	Issued by	Example
1	Stay at home to minimize the transmission of COVID-19	The Mayor, the Governor, or the Chicago Department of Public Health	You are a non-essential employee and there is a stay at home order in effect; or an emergency travel order mandates that you stay at home upon return from out of state
2	Remain at home while experiencing COVID-19 symptoms or sick with COVID-19	Treating healthcare provider	A doctor tells you to stay home because you have COVID-19 symptoms, such as a fever
3	Obey a quarantine order issued to the Covered Employee	Treating healthcare provider	A doctor tells you to stay home for a period of time because you might have been exposed to COVID-19
4	Obey an isolation order issued to the Covered Employee	Treating healthcare provider	A doctor tells you to stay home because you are or might be sick with COVID-19
5	Obey an order issued by the Commissioner of Health regarding the duties of hospitals and other congregate facilities	Commissioner of Health	You work at a hospital, nursing home, or other congregate facility, and your Employer is not abiding by an order to implement certain public health measures



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For further detail, visit www.chicago.gov/laborstandards or contact the Office of Labor Standards at bacplaborstandards@cityofchicago.org or 312-744-2211.

Last updated July 7, 2020

Official Print Size - 8.5" x 11"

