



## Attention Chicago and Cook County Employers

We would like to make you aware that there are **other requirements** your company is subject to in addition to posting your Chicago and Cook County poster in a conspicuous location.

- All employers are also required by law to post state and federal labor law posters, and Poster Compliance Center publishes state and federal posters in multiple formats. If you need these posters, please go to <https://www.postercompliance.com/labor-law-posters/federal-state-1-year-compliance-plan/> to order, or call us at 800-322-3636.
- Effective July 1st, 2022, employers in Chicago are required to post a Model Sexual Harassment Policy and post a written Sexual Harassment notice. Also, employees are required to have one hour of sexual harassment prevention training and one hour of bystander intervention. Supervisors/managers are required to have an additional one hour of prevention training. Go to our Free Specialty Posters page at the following address to download the Model Sexual Harassment Policy: <https://www.postercompliance.com/labor-law-posters/free-specialty-labor-law-posters/>

The Sexual Harassment notice is included on the enclosed Chicago and Cook County poster as a convenience for our customers.

- All Chicago employers must provide written notice with an employee's first paycheck in the form of a printed version of the combined Minimum Wage & Paid Sick Leave notice.

For further information about the written notification requirement, go to [https://www.chicago.gov/city/en/depts/bacp/supp\\_info/minimumwageinformation.html](https://www.chicago.gov/city/en/depts/bacp/supp_info/minimumwageinformation.html) call the Department of Business Affairs and Consumer Protection at 312-744-6060.

- All Cook County employers must provide a written copy of the Minimum Wage notice to each employee with the first paycheck.

At the time of hire, the employer must also provide each employee with written notice of the employee's right to Earned Sick Leave.

For further information about this requirement, go to: <https://www.cookcountyil.gov/service/earned-sick-leave-ordinance-0> or call (312) 603-1100.

Depending on a company's industry, type of commerce, sector, location, or workforce, additional specialized notices may be required by federal, state, or local governments or agencies. Examples could include notices for federal contractors, notices that must be posted for the public or job applicants (in addition to those posted for employees), a labor law notice required in another language for employees who do not speak English, public sector notices, signage that must be posted at a specific location in your business such as the entrance, or a notice that can only be obtained through an insurance company.