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PEORIA COUNTY REGIONAL OFFICE OF EDUCATION

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www.peoriacounty.org/roe

STATEMENT BY PROSPECTIVE EMPLOYER

Name of Minor:			SS#	
Address:			City:	
Zip:	Phone: Sch	ool:		
*****	*********	******	************	
Name of Prospect	tive <u>Employer</u> (Business):			
Address:		City	Zip	
Phone	. expec	t to give employmen	t to the above listed minor as a	
	expec	5 , ,		
		The en	nployee will be working for no more than:	
	(Position-Be Specific)		project will be working for no more than.	
haurs /2 h	hrs max) <u>on school days</u> between	D.M. and	D.M. (not nost 7.0 M.) and (or	
110015 (51	ilis iliax) <u>oli scriboi days</u> between	P.IVI. aliu	P.IVI. (Not past / P.IVI.) and/or	
	nrs max) <u>on non-school days</u> between			
•	P.M. during the school year or 9 P.M. d w. A child may not work more than 24	-	pon receipt of the proper Employment Certificate	
as required by lav	***Please note Illinois Departme			
	·			
Date:	20 By		tle: Owner, Manager, etc.)	
		(Signature, 11	de. Owner, Manager, etc.,	
		NOT APPLY DURING		
	Our office cannot issue pern	nits until after 2:30 p	.m. when school is in session	
Items Rec	quired to attain a Work Permit:			
* This Form completed by employer		* Birth Cer	* Birth Certificate is required (Proof of age)	
* Recent Physical Exam (within a year or 9th Grade)		de) * Social Se	* Social Security Number (write at top)	

* Principal's Statement to Issuing Officer from Principal or school administrator if you will be working any time

during the school year -- this includes weekends and holidays.

* Student & Parent/Guardian must be present at the time of issuance.

G:Work Permit 3/31/17 jy



Your Rights Under Illinois Employment Laws

Minimum Wage \$8.25 per hour and Overtime

- Coverage: Applies to employers with 4 or more employees. Certain workers are not covered by the Minimum Wage Law and some workers may be paid less than the minimum wage under limited conditions. For more information, visit our website.
- **Tipped Employees:** Must be paid at least 60% of the applicable minimum wage. 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.
- Overtime: Most hourly employees and some salaried employees are covered by the overtime law and must be compensated at time and one-half of 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.

Phone: 312-793-2808

Equal Pay for Equal Work

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.

Hotline: 1-866-EPA-IDOL

Domestic or Sexual Violence Leave

Victims' Economic Security and Safety Act Provides employees who are victims of domestic or sexual violence, or who have family members who are victims, with up to 12 weeks of unpaid leave during a 12-month period.

Phone: 312-793-6797

Meal and Rest Periods

One Day Rest in Seven Act

- Provides employees with 24 consecutive hours of rest each calendar week.
- Employers may obtain permits from the Department allowing employees to voluntarily work seven consecutive days.
- Employees working 71/2 continuous hours must be allowed a meal period of at least 20 minutes no later than 5 hours after the start of work.

Phone: 312-793-2804

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

This is a summary of laws that satisfies Illinois Department of Labor posting requirements. For a complete text of the laws, visit our website at:

www.labor.illinois.gov

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

