



# PEORIA COUNTY REGIONAL OFFICE OF EDUCATION

324 MAIN STREET, ROOM 401  
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## EMPLOYMENT CERTIFICATE FOR MINORS

Name of Minor: \_\_\_\_\_ SS# \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ School: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

\*\*\*\*\*

Name of **Employer** (Business): \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ . \_\_\_\_\_ expect to give employment to the above listed minor as a  
(I, We)

\_\_\_\_\_. The employee will be working for no more than:  
(Position-Be Specific)

\_\_\_\_\_ hours (3 hrs max) **on school days** between \_\_\_\_\_ P.M. and \_\_\_\_\_ P.M. (not past **7 P.M.**) and/or

\_\_\_\_\_ hours (8 hrs max) **on non-school days** between \_\_\_\_\_ A.M. (no earlier than **7 A.M.**) and \_\_\_\_\_ P.M.

(no later than **7 P.M.** during the school year or **9 P.M.** during the Summer) upon receipt of the proper Employment Certificate as required by law. A child may not work more than 24 hours a week when school is in session.

**\*\*\*Please note Illinois Department of Labor Child Labor Law on reverse side\*\*\***

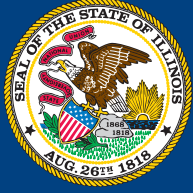
Date: \_\_\_\_\_ 20 \_\_\_\_ By \_\_\_\_\_  
(Signature, Title: Owner, Manager, etc.)

### **STUDENTS CAN NOT APPLY DURING SCHOOL HOURS**

**Our office cannot issue permits until after 2:30 p.m. when school is in session**

## **Items Required to attain a Work Permit:**

- \* **This Form** completed by employer
- \* **Birth Certificate** is required for proof of age
- \* **Recent Physical Exam** (within a year or 9th Grade)
- \* **Principal's Statement to Issuing Officer** – from Principal or School Administrator if student will be working any time during the school year
- \* **Student & Parent/Guardian must be present at the time of issuance**



**State of Illinois**  
**Department of Labor**

# Your Rights Under Illinois Employment Laws

## Wage Increases Schedule

Effective Jan. 1, 2021	.....\$11.00
Effective Jan. 1, 2022	.....\$12.00
Effective Jan. 1, 2023	.....\$13.00
Effective Jan. 1, 2024	.....\$14.00
Effective Jan. 1, 2025	.....\$15.00

## Minimum Wage \$11.00 per hour (Effective Jan. 1, 2021) and Overtime

- **Coverage:** Applies to employers with 4 or more employees. Domestic workers are covered even if the employer only has 1 worker. 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. (See [wage increases schedule above](#)).
- **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.
- Employers must reimburse employees for all necessary expenditures or losses incurred by an employee during the scope of employment and related to services performed for the employer. Employee must submit reimbursement request within 30 calendar days unless an employer policy allows for additional time to submit.

## 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.
- 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 a non-African American employees.

**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 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.

**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](http://www.labor.illinois.gov)

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

**160 N. LaSalle St, Suite C-1300, Chicago, IL 60601 • Chicago 312.793.2800 • Springfield 217.782.6206 • Marion 618.993.7090**

**THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY SEE IT.**