

COOK COUNTY MINIMUM WAGE ORDINANCE

NOTICE TO EMPLOYEES • EFFECTIVE JULY 1, 2020

In most cases, you are covered by the Cook County Minimum Wage Ordinance if:

- You have worked for your employer in Cook County for at least 2 hours in any two-week period, and
- Your employer has four or more employees (or you are a domestic worker) and either (i) maintains a business facility within Cook County or (ii) has a license issued by Cook County.

You are entitled to:

- Be paid at least the County's minimum wage for each hour of work performed for your employer in Cook County.
- In the absence of an unexpected multi-dollar increase in the federal or State minimum wage, the Cook County minimum wage will be:

Date	For Non-Tipped Workers	For Tipped Workers
July 1, 2018 – June 30, 2019	\$11.00/hr.	\$5.10/hr. (base wage, excluding gratuities)
July 1, 2019 – June 30, 2020	\$12.00/hr.	\$5.25/hr. (base wage, excluding gratuities)
July 1, 2020 – June 30, 2021	\$13.00/hr.	\$5.30/hr. (base wage, excluding gratuities)
July 1, 2021 and beyond	Inflation-adjusted minimum wage calculated by the Commission and announced on its website by June 1 of each year	Inflation-adjusted minimum wage calculated by the Commission and announced on its website by June 1 of each year

- Beginning July 1, 2018 for tipped workers and July 1, 2021 for non-tipped workers, if warranted based on the rate of inflation in the previous year, the Commission will make an upward adjustment to the County's minimum wage (unless the unemployment rate in Cook County is 8.5% or higher). The Commission will post the adjusted minimum wages on its website on or before June 1 of each year.
- Employers are **prohibited from retaliating** against employees for exercising Ordinance rights.

If you believe your employer has underpaid you, or otherwise violated the Ordinance:

- Please visit the Commission's website and review the Minimum Wage Rules (especially Rules 3.01-3.05 regarding Coverage), and/or email or call the Commission for assistance. Please have on hand a recent pay stub or any other evidence of your rate of pay and hours worked.
- If you wish to **file a complaint with the Commission** because your employer has violated the Ordinance, you generally must do so **within 3 years** of the violation. Complaints can also be filed directly in the Circuit Court of Cook County without filing at the Commission first.
- The Commission is available to assist (or receive complaints), Monday – Friday (excluding County holidays) from 9 a.m. – 4 p.m., or by appointment outside of these hours. You may contact the Commission by email, telephone or in person.

COOK COUNTY COMMISSION ON HUMAN RIGHTS

69 W. Washington, 30th Floor, Chicago, IL 60602
 email: human.rights@cookcountyil.gov phone: 312-603-1100

For Ordinance, Rules and Complaint Forms, visit <https://www.cookcountyil.gov/service/minimum-wage-ordinance>

COOK COUNTY EARNED SICK LEAVE ORDINANCE

NOTICE TO EMPLOYEES • EFFECTIVE JULY 1, 2017

In most cases, you are covered by the Cook County Earned Sick Leave Ordinance if:

- You have worked for your employer in Cook County for at least 2 hours in any two-week period, and
- Your employer has a place of business in Cook County.

You are entitled to:

- Earn **one hour** of earned sick leave **for every 40 hours worked** for your employer in Cook County;
- You may **use earned sick leave when you or a family member are ill**, receiving medical care, or the victim of domestic violence or stalking, or a public health emergency closes work, school or daycare;
- You **must be paid for earned sick leave** at your usual rate of pay, no later than the next payroll period;
- Maximum accrual and use** of earned sick leave generally is **40 hours per year**;
- If you do not use all the earned sick leave you earn in a given year, generally you are entitled to **carry over half** of those **unused hours** to use in the following year (up to a maximum carryover of 20 hours);
- And you may be entitled to **additional benefits** under the Ordinance **if your employer is covered by the federal Family Medical Leave Act (FMLA)** and you are eligible for FMLA leave.

Your employer is prohibited from:

- Retaliating against you for exercising Ordinance rights (e.g., using earned sick leave, filing a claim); or
- Requiring you to search for or find a replacement to cover your work hours while you are on leave.

Your employer is allowed to:

- Impose written rules for: the **minimum increments of time** (4 hours or less) in which earned sick leave can be used; the **type and timing of notice required** for reasonably foreseeable absences; the **minimum duration of employment** before initial use of earned sick leave (not to exceed 180 days).
- Adopt **equivalent alternative practices** to meet its Ordinance obligations (e.g., grant estimated earned sick leave for the year up front) (see Part 600 of the Commission's Earned Sick Leave Rules).

If you believe your employer may have violated this Ordinance:

- The Commission encourages (but does not require) you to **discuss your concerns with your employer**. Employers may use different terminology to describe employee benefits or may have adopted an approved alternative practice to comply with the Ordinance. The Commission's website and Earned Sick Leave Rules are resources for helping you and your employer understand what the Ordinance requires.
- If you cannot talk to your employer because of fear of retaliation or you remain unsatisfied with your employer's explanation of your benefits, **contact the Commission for assistance**.
- If you wish to **file a complaint with the Commission** because your employer has violated the Ordinance, you must generally do so **within 3 years** of the violation. Complaints can also be filed directly in the Circuit Court of Cook County without filing at the Commission first.
- The Commission is available to assist (or receive complaints), Monday – Friday (excluding County holidays) from 9 a.m. – 4 p.m., or by appointment outside of these hours. You may contact the Commission by email, telephone or in person.

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