Engage PEO Client Alert:

Illinois – Chicago Revised Minimum Wage and Paid Sick Leave Rules

Chicago's Department of Business Affairs and Consumer Protection ("BACP") has published revised minimum wage and paid sick leave rules effective July 1, 2020.

The scope of employers and employees covered by the Chicago Paid Sick Leave Ordinance will be expanded. An "Employer" is now defined as a person with at least one covered employee, regardless of whether the employer has a Chicago worksite or is subject to business license requirements.

The original definition of "Covered Employee" remains intact but has been expanded to include:

1. An outside salesman;
2. A member of a religious corporation or organization;
3. A student attending and employed by an accredited Illinois college or university;
4. A motor carrier regulated by the U.S. Secretary of Transportation or the State of Illinois; and
5. All domestic workers, including those employed by Employers with fewer than four Employees.

New notice requirements mandate that Employers must post a notice prepared by BACP through the employer's usual method of communication for such notices, which can be either by paper posting or by email or other internal communication channels.

The most up-to-date required poster can be found on the City of Chicago webpages for Minimum Wage https://www.chicago.gov/city/en/depts/bacp/supp_info/minimumwageinformation.html; **and Paid Sick Leave** https://www.chicago.gov/city/en/depts/bacp/supp_info/paidsickleaveinfo.html - in English and Spanish.

The existing requirement that employers provide notice with the first paycheck advising Covered Employees of their rights has also been updated to clarify that the notice must be printed on 8.5x11 paper, or, if using direct deposit, employers may provide the notice through email or other internal communication channels. Employers will also have to provide written notice each year with the first paycheck after July 1, whether by paper or electronic means. Finally, notices must be given in English as well as any languages spoken by the employees at the facility who are not proficient in English and in which the BACP has provided non-English language notices. As of the date of this Engage Client Alert, only an English and Spanish version are available.

Employers must maintain certain records for no less than five years.

The Amendment to the Chicago Paid Sick Leave ordinance itself can be found on the link below: https://www.chicago.gov/content/dam/city/depts/bacp/OSL/ordinanceso20198537.pdf

Please contact your Engage HR Consultant if you have any questions.