



ILLINOIS CHAMBER
OF COMMERCE

3rd Edition

The Supervisor's Handbook

Leadership Training
for Illinois Supervisors



LITCHFIELD
CAVO
ATTORNEYS AT LAW LLP

3rd Edition

The Supervisor's Handbook

Leadership Training for Illinois Supervisors

Published by:

Illinois Chamber of Commerce
Center for Business Management
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Springfield, Illinois 62701
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Published by:

Illinois Chamber of Commerce
Center for Business Management
215 East Adams Street
Springfield, Illinois 62701

Managing Editor: Laurie Silvey
Printer: Midland Press Corporation
Graphic Design: Voepel Publication Services, Inc.

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This publication is available from:

Illinois Chamber of Commerce
Center for Business Management
215 East Adams Street
Springfield, Illinois 62701
Phone: (866) 817-7865

ISBN: 978-1-7343071-0-8

Price: \$125, plus tax and shipping. For information on volume discounts and consignment or distribution arrangements, contact the Illinois Chamber of Commerce, Center for Business Management, (217) 522-5512, ext. 226 or (866) 817-7865.

Sean F. Darke
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January 1, 2020

Dear Reader,

Litchfield Cavo, LLP has had the privilege of partnering with the Illinois Chamber of Commerce to present the third edition of The Supervisor's Handbook. With multimillion dollar verdicts and settlements being rendered throughout the country, businesses must regularly train and educate their supervisors. It's simply not enough to put workplace issues on the back burner for another day, because that other day will be in court deciding whether or not your company handled the situation correctly.

Litchfield Cavo, LLP is a national litigation defense firm, with a robust employment and labor practice throughout the country. Litchfield Cavo's employment attorneys provide proactive advice and up-to-date employment laws to our clients, as well as, defending our clients in administrative, federal, and state courts. Our attorneys experience and expertise in employment and labor law continues to be a major asset to all of our clients.

We hope that this book will serve as a beginning resource to all of the employment issues that may arise in your business; however, this is simply a starting point. Employment laws in the State of Illinois are constantly changing, being amended, or scrutinized by the federal and state courts. This constant change makes it imperative that businesses have reliable employment attorneys who specialize in these particular areas and are knowledgeable in the specific employment laws.

A special thank you to the Litchfield Cavo employment attorneys who assisted with this publication. In addition, I would like to thank Ms. Laurie Silvey at the Illinois Chamber of Commerce for providing us this opportunity.

To the extent that you have a question, suggestion or comment with regard to this book, you are welcome to contact me directly at (312) 781-6554 or any other Litchfield Cavo employment attorney to discuss your question.

Sincerely,



Sean F. Darke, Esq.

Preface



Both federal and state employment laws are constantly being changed by the courts, lawmakers and regulators. It's critical that employers stay current on those changes to the law. Keeping your frontline supervisory employees informed and trained is especially important. One seemingly innocent mistake can lead to significant litigation costs and legal payouts. The Illinois Chamber of Commerce is pleased to provide this publication as a tool to assist employers in their keeping their supervisors informed and in compliance with the myriad of obstacles presented by Illinois' employment law statutes and regulations.

An excellent way of staying current with the state law is being a member of the Illinois Chamber Employment Law Council. The Employment Law Council (ELC) is the Illinois Chamber's affiliate which focuses on influencing employment law issues in Illinois on behalf of employers. It consists of three standing committees... Employment Law & Litigation, Unemployment Insurance, and Workers' Compensation. Council members are encouraged to participate in one or more of these committees as they are the primary vehicles for developing Council policy and strategies on employment law issues critical to Illinois employers.

Members of the Council are kept apprised of the ELC's activities and the various legislative and regulatory developments via the monthly e-newsletter and periodic alerts provided to members. The main value of ELC membership is the access the Council provides for employers to participate in the establishing of priorities, legislative policies and initiatives, and strategies. We pride ourselves in being a "bottom-up" organization where members work together to find solutions to issues impacting the employer community. ELC members are on the cutting edge of what's happening in Illinois when it comes to employment law. That cutting edge gives our members an advantage when it comes to compliance and competing with rivals in their industry.

It pays to become a member of the Employment Law Council!

Jay Dee F. Shattuck, CAE

Executive Director, Employment Law Council

Jay Dee F. Shattuck, CAE

Executive Director

Table of Contents

Chapter 1	Fundamentals of Successful Supervision.....	1
	What is the Role of the Supervisor?	1
	How Does a Good Supervisor Communicate?	2
	Why is Motivation Important?	3
	How Does a Supervisor Develop Positive Employee Morale?	3
	So What Does This Mean?	4
	What are the Signs of Low Morale?	5
	How Can a Supervisor Improve Morale and Motivation?	5
	How Does a Supervisor Build Employees' Involvement?	6
	How Does a Supervisor Build Employees' Self-Esteem?	7
	When and How Can a Supervisor Recognize or Reward Employees?	7
	How Do I Become a Good Supervisor?	8
Chapter 2	Guidelines to Lawful Hiring for Supervisors.....	9
	Is Illinois an Employment "At-Will" State?	9
	In an Employment-At-Will State, like Illinois, are there any Guidelines a Supervisor Should Follow to Lawfully Hire or Not Hire an Employee?	9
Chapter 3	Understanding the ABCs of Immigration	15
	Immigrant versus Non-Immigrant	15
	The Federal Agencies	15
	Non-Immigrant Work Visas	16
	Non-Immigrant Visa Processing	18
	Non-Immigrant Worker Fees (H1-B, H-2, H-3, L)	19
	Employment-Based Immigration Preferences	19
	Program Electronic Review Management (PERM)	20
	The Employment-Based Immigration Process	20
	The Form I-9	21
	Social Security No-Match Letters	25
	Social Security No-Match Safe-Harbor Procedure	26
	Internal Audits	27
	Inspections	27
	Employer Sanctions	28
	Avoiding Discrimination Claims	29
	Sample Internal Audit Checklist	30
Chapter 4	Workplace Privacy.....	33
	Biometrics in the Workplace	33
	Do We Need to Have Employees Sign Consent Forms, if Capturing Their Biometrics?	33
	If We Capture Biometrics, Are We Required to Destroy an Employee's Biometrics?	33

	We Are a Private Organization, Do We Need to Provide Public Notice if We Are Covered by BIPA?	33
	Employee Searches	34
	Surveillance and Electronic Monitoring of Employees.....	35
	Drug and Alcohol Problems	36
Chapter 5	Leaves of Absence Under Federal and Illinois Law	43
	The Family and Medical Leave Act (FMLA)	43
	Medical and Maternity Leave.....	53
	Military Leave	54
	Are Family Members of Persons in the Uniformed Services Entitled to Leave?	56
	Sick Leave Act.....	57
	Domestic Violence Leave	57
	Voting Leave	58
	Jury Service Leave	58
	Blood Donation Leave	59
Chapter 6	Understanding an Employer's Obligations Under the ADA and Illinois Human Rights Act.....	61
	The Americans with Disabilities Act (ADA)	61
	The Illinois Human Rights Act.....	66
Chapter 7	Workplace Harassment	69
	Can We be Liable for Harassment That Does Not Occur at the Physical Location of the Business?	69
	Can We be Liable for Harassment of Non-Employees? What Laws Govern Workplace Harassment?	69
	Why Should Supervisors be Concerned with These Types of Claims?.....	69
	What Exactly is Sexual Harassment?	70
	What Are the Types of Sexual Harassment?	71
	How Does this Affect Me if I am in a Consensual Relationship with a Coworker?	73
	Are There Any Other Types of Harassment I Should be Aware of?	73
	Does My Company Need to Have Harassment Training?.....	74
	Do Restaurants and Bars Have any Specific Requirements?	74
	As a Private Company, Non-Hotel or Non-Casino, do we Need to Have "Safety or Notification Devices" Installed?	74
	Avoiding Liability - A Checklist.....	74
	Sample Policy Against Harassment.....	76
Chapter 8	Conducting Effective Performance Evaluations.....	81
	The Supervisor's Role	81
	Quick Rules for Effective Employee Evaluations	85

Chapter 9	Accommodation of an Employee's Religious Belief and Expression	87
	Why Do Supervisors Have to Accommodate an Employee's Religious Beliefs?	87
	What Do Supervisors Need to Do When a Religious Accommodation Request is Received?	87
	What Constitutes an Undue Hardship?	88
	What Are the Employee's Obligations Regarding Religious Accommodations?	88
	What is a Sincerely Held Religious Belief?	88
	What Constitutes Notice to the Employer?	89
	How Must an Employee Cooperate with the Employer?	89
Chapter 10	Illinois Wage and Hour Issues	91
	What Are the Three Basic Requirements Imposed by the Fair Labor Standards Act (FLSA) and the Illinois Minimum Wage Law?	91
	APPENDIX A - ILLINOIS MINIMUM WAGE CHART	96
Chapter 11	Employee Discipline and Discharge	97
	Why Do Employees Sue Their Employers?	97
	Discipline	98
	Documentation	99
	Progressive Discipline	102
	Termination	103
	Checklist Prior to Making Termination Decision	111
Chapter 12	Illinois Workers' Compensation Act	113
	Who is Entitled to Workers' Compensation Benefits?	113
	How Do I Know the Injury Qualifies as a Work Accident?	114
	Is It a Compensable Injury When an Employee Complains of "General Pain" at Work?	115
	What Do I Do When an Employees Gets Hurt?	115
	If an Employee Has Been Hurt, is He/She Automatically Entitled to Temporary Total Disability Benefits (TTD)?	116
	How Much TTD is Paid?	116
	What if the Employee Works Two Jobs?	117
	What About the Age, Marital Status and Dependent Status of the Employee?.....	117
	When Can We Stop Paying Temporary Total Disability?	117
	What Medical Treatment Are We Responsible for Under Workers' Compensation?	117
	How Many Doctors Can an Employee See?	118
	What if the Employee Refuses to Submit to Treatment?	118
	How Long Do We Have to Pay for Medical Benefits?	118
	How is the Third Benefit, the Settlement or Award, Calculated?	118
	How is the Permanency Value or "Nature and Extent" of the Injury Calculated?	119

What if an Employee is Injured and Cannot Return to His/Her Job Due to Permanent Medical Restrictions?	119
What if an Employee Cannot Return to Work at All After a Very Serious Injury?	120
What if an Employee Suffers an Amputation?	120
What if an Employee is Killed on the Job?.....	120
What if an Employer Fails to Pay Workers' Compensation Benefits to an Employee?.....	121
If the Medical Bills are Outrageous, is There Any Recourse to Dispute the Costs of the Bills?.....	121
Does an Injured Employee Have to Get an Attorney?.....	121
What if I'm Able to Convince the Employee to Settle a Case Without Using an Attorney? Is There a Specific Procedure?	122
If the Employee Gets an Attorney, Must the Matter Go to Trial?	122
What Fee is the Employee's Attorney Entitled to?	122
If a Case Goes to Trial and We Lose, Can I Appeal the Decision?	122

Chapter 13 Dealing with Independent Contractors	123
What Steps Do We Take to Ensure Our Independent Contractors are Not Considered Employees?	123
Is There a Simple Test We Can Use to Determine if Our Independent Contractors May be Considered Employees?.....	124
What is a General Test That May Allow Us to Determine Whether Our Independent Contractors May be Considered Employees?	125
What is the Test if Our Question Pertains to Unemployment Compensation and Our Independent Contractor?	127
What is Our Exposure if the IDES Determines Our Independent Contractor is an Employee?	131
What is the Test if Our Question Regards Workers' Compensation and Our Independent Contractor?	131
What is Our Exposure in Regards to Workers' Compensation if Our Independent Contractor is Determined to be an Employee?	132
Is There Any Specific Evidence That Should be Maintained to Help Avoid a Workers' Compensation Finding Concluding That Our Independent Contractor is an Employee?.....	133
What Are the Tests to Determine Potential Liability if Our Question Regards Wage and Hour Concerns Related to Our Independent Contractor?	133
What is Our Exposure in Regards to Wage and Hour Concerns if Our Independent Contractor is Determined to be an Employee?	133
Could Our Company be Held Responsible or Liable for the Negligent or Tort Actions of an Independent Contractor?	134
What is Our Exposure if Our Company Were to be Held Responsible or Liable for the Negligent or Tort Actions of an Independent Contractor?	134
Is There a Test to Determine if Our Company Would Have Exposure in a Labor Relations Claim with Regard to an Independent Contractor?	134

Is There a Test to Determine if Our Company Could Have Exposure in an EEOC Discrimination Claim with Regard to an Independent Contractor?	134
What Exposure Would We Face in the Event an EEOC Discrimination Claim Could be Maintained with Regard to an Independent Contractor?.....	135
What Are Other EEOC Type Consequences if Our Independent Contractor is Determined to be an Employee?.....	136
What is the Test to Determine OSHA Obligations Our Company May Have with Regard to an Independent Contractor?	136
What Are the Illinois Employee Classification Act Tests With Regard to Our Independent Contractors?	137
What Exposure May Our Company Have for Violations of the Illinois Employee Classification Act?.....	139
Do We Have Multiple Exposures if Our Independent Contractor is Determined to be an Employee in Any Investigation?	140
What Can We Do to Provide Evidence to Attempt to Prove Our Independent Contractor is Not an Employee in the Event of Any Investigation?	141

Chapter 14 Fundamentals of Union Organizing	143
Unions Are Focused on Organizing	143
How Unions Organize a Workplace.....	143
The Supervisor's Role	143
Classifications of Employees Under the NLRA	145
Procedures Leading Up to a Union Election	145
Union Authorization Cards	146
Current Election Procedure.....	146
Communicating the Reality of Unionization	147
Remaining Union Free	147
Dos and Don'ts.....	148
Effectively Communicating with Employees.....	149
General Guidelines for Supervisors.....	149
Conclusion.....	150

Chapter 15 How to Respond to an OSHA Investigation	151
Why Should Our Company be Concerned About an OSHA Inspection?	151
If an OSHA Compliance Officer Comes to Our Workplace, Should We Ask for Proper Identification?.....	151
Do We Have to Grant OSHA Permission to Inspect Our Workplace?.....	152
What Happens First in an OSHA Inspection?.....	153
What if Our Workplace Has Trade Secrets or Other Sensitive Information We Want to Protect During the Inspection?	153
What Happens After the Opening Conference?	154
Does a Management Representative Have the Right to Accompany OSHA During the Inspection?	155
Who should you select as your company representative?	155

What Should We Do if OSHA Tells Us During the Inspection That a Workplace Condition or Practice Violates an OSHA Standard?	155
Can OSHA Interview Our Employees?.....	156
Can Management be Present During Employee Interviews?	156
How Should We Respond if OSHA Requests to Inspect Company Records?	156
How Should We Respond if OSHA Requests to Inspect Employees’ Medical Records?	157
What Happens After the Walkaround Inspection?	157
What Happens if OSHA Finds a Safety and/or Health Hazard in Our Workplace?	158
What is Contained in a Citation and Notification Of Penalty?.....	158
What Are the Different Types of Violations?	158
What Options Do We Have if We Receive a Citation and Notification of Penalty?.....	160
How Much Time Do We Have to Respond to a Citation and Notification of Penalty?	161
What Happens if We Do Not Respond Within 15 Working Days?	161
What is an Informal Conference and Should We Request One?	161
What Happens if We Are Unable to Resolve the Citation at the Informal Conference?	162
Can We File a Notice of Contest, Then Request an Informal Conference?	162
How Does OSHA Calculate Penalties?	162
How Does OSHA Determine the Penalty Amount for an Other-Than-Serious Violation?	163
How Does OSHA Determine the Penalty Amount for a Serious Violation?	163
How Does OSHA Determine the Penalty Amount for a Willful Violation?	164
What are Penalty Adjustment Factors?	165
How is the Adjustment Factor for “Size” Applied in Reducing a Penalty?	165
How is the Adjustment Factor for “Good Faith” Applied in Reducing a Penalty?	165
How is the Adjustment Factor for “History” Applied in Reducing a Penalty?	166
Why Did We Receive a Citation and Notification of Penalty Where Some of the Citations are Grouped with a Single Penalty?	166
Guidelines for Handling an OSHA Inspection	166

Chapter 16 The Worker Adjustment and Retraining Notification Act (WARN)	169
What Are My General Obligations Under WARN Act?	169
How Do I Know if My Facility is Covered Under WARN Act?	169
Illinois Statute	170
Are Salaried or Exempt Employees Covered by WARN?	170
Are There Any Employees Who are Not Covered by WARN?	170
What about Retired, Resigning, or Transferred Employees when Considering WARN’s Application?	170
Will It Trigger Employer’s Obligations Under WARN if My Facility Has a Regular Rotation of Line Closures and Seasonal Layoffs?	171

What if the Plant Closure Arises Abruptly and I Cannot Meet the 60-Day Notice Obligation?	171
What if Layoffs Are Gradual? How Are We to Determine the Proper Calculation of Determining the Threshold for WARN Application?	171
How Do We Provide Proper Statutory Notice to the Employees?.....	171
After Providing Proper Notice to Employees, What is My Further Obligation? ...	172
How Are We to Properly Serve Notice on Our Employees?	172
Do I Still Have WARN Obligations if Our Company is Being Bought/Sold?	173
Can We Determine Who Has Responsibility for Providing 60-Days Notice to Employees when the Sale of a Company is Contemplated?	173
In the Event That a Buyer Continues Plant Operations, But Substantially Reduces Wages and Benefits to the Point of Constructive Discharge, Are WARN Obligations Triggered?.....	173
What if a Company Files for Bankruptcy? Do They Continue to Have Obligations for Proper Notice Under WARN?.....	173
Can Any Form of Additional Compensation Substitute for the 60-day Notice Requirement Under WARN?	174
Are There Any Penalties for Failure to Comply With State or Federal WARN Obligations?	174

Chapter 17 A Supervisor's Guide to Unemployment Insurance and the IDES.....	177
When is an Employee Eligible for Benefits?	177
What Requirements Must an Employee Meet During Employment?.....	178
What Requirements Must an Individual Meet While Unemployed?.....	178
What is the Effect if the Employee is Only "Partially Unemployed?"	178
When Will an Individual be Disqualified for Benefits?	179
What Exceptions Are Recognized for Benefit Eligibility When an Employee Voluntarily Leaves His Employment?.....	181
What is "Disqualifying Income" and How Does It Affect an Employee's Eligibility for Benefits?	182
What Are an Employer's Responsibilities to Employees?.....	183
Claim Process	183
What Does an Employee Need to Do to Make a Claim for Benefits?	183
What is Party Status?	184
What Information Should the Employer Provide in the Notice of Possible Ineligibility Form?	184
What Happens if the Employer Does Not Timely Submit The Notice of Possible Ineligibility Form Within the 10-day Period?	184
What Are Employer's Rights if It Should Receive an Adverse Determination from the Claims Adjudicator?.....	184
What Happens After We Appeal an IDES Determination?	185
What Will Happen at the Hearing?	185
What Can an Employer Do if it Does Not Prevail at the Appeal Hearing?	186
What Can an Employer Do if it Does Not Prevail at the Board of Review Hearing?.....	186

Chapter 18 A Supervisor’s Guide to EEOC and IDHR Charges.....	187
What is the EEOC?	187
What is the IDHR?	187
What do the EEOC/IDHR Do?	188
What is the Role of the Illinois Human Rights Commission?.....	188
How to Prevent EEOC/IDHR Charges?.....	188
What Do We Do When an Internal Complaint is Received?	189
What Do We Do When an EEOC/IDHR Charge Has Been Filed?	190
What Will We be Asked to Do During the Investigation?	191
How Does Mediation Work?	191
What Happens When the Investigation is Over?	192
 Chapter 19 The Cannabis Regulation and Tax Act.....	 193
Can We Still Maintain a Reasonable Drug Testing Policy Under the CRTA?	193
What if My Suspicions About the Employee’s Involvement with Marijuana is Based Upon Personal Observation?	194
How Can I Determine if an Employee is Impaired or Under the Influence of Marijuana?	194
How Do I Approach the Employee I Suspect is Under the Influence of Marijuana?.....	195
Marijuana in the Workplace and the ADA.....	195
May I Ask the Employee to Consent to a Search?	196
What if I Suspect the Employee is Currently Under the Influence of Marijuana?	196
May I Ask the Employee to Consent to Drug, Marijuana, and Alcohol Testing?	196
What if I Have Tried Everything and I Still Cannot Confirm the Employee is Involved with Marijuana?.....	197
 QUICK ORDER FORM	 218



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THE ILLINOIS CHAMBER

The Chamber's mission is to help employers succeed by improving the business climate and thus promote prosperity and opportunity for Illinois' citizens.

We are the state's largest pro-business advocacy group, leading the charge at the State Capitol and with the Illinois Congressional Delegation to combat expensive government mandates, job-killing legislation, new taxes, and burdensome regulations. Member companies help our legal and policy teams evaluate legislative and regulatory proposals to make sure the business perspective is heard.

The Illinois Chamber helps companies protect themselves from costly penalties and litigation through a full spectrum of employment law products and services. Chamber members have the opportunity to stay informed, engaged and actively involved with elected officials and policy makers by attending conferences, seminars, webinars, issue council meetings and special events held throughout the calendar year and the state. The Chamber offers members opportunities to promote their business and services.

For more information on Illinois Chamber membership or any of the business resources that are available contact membership at 312-983-7102, customer service at 217-522-5512, ext. 226 or visit the Illinois Chamber website at www.ilchamber.org.



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