**Section 250.500 Employer Responsibilities**

The employer of the minor shall:

a) Upon receiving a "Notice of Suspension", immediately suspend the employment of the minor until the final order is received. The employer is then responsible for proper action as dictated by the final order (see Section 250.700);

b) Become informed in the application of the Act and this Part to the employer's establishment or enterprise. Information on the Act and this Part is available at the Department's website and will be provided upon request;

c) Maintain a time record on each minor employee for at least 3 years from the date of employment, irrespectively of whether the employee has been terminated;

d) Keep the required time records, or duplicate copies of those records, at the place of employment or business, at which the minor is currently employed and retain time records for terminated employees at the place of employment for at least 6 months after the date of termination or in accordance with 56 Ill. Adm. Code 210.730 if records are kept outside business premises; and

e) Make available, during the regular business hours observed by the employer, the required time records for inspection and copying by a duly authorized agent of the Department.

(Source: Amended at 45 Ill. Reg. 14174, effective November 1, 2021)