## **Section 260.400 Employment Notice**

a) A day and temporary labor service agency shall provide at the time of dispatch, to each day and temporary laborer who is sent to work as a day and temporary laborer, a statement that contains the following information:

 1) *the name of the day or temporary laborer;*

2) *the name and nature of the work to be performed;*

3) *the wages offered;*

4) *the name and address of the destination of each day or temporary laborer;*

5) *the terms of transportation;*

6) *whether a meal or equipment or both is provided by either the day and temporary labor service agency or the third party client and the cost of the meal and equipment, if any;* and [820 ILCS 175/10(a)(1)-(6)]

7) if using codes on the day or temporary laborer's paycheck stub to identify third party clients, the code or codes that correlate to where the day or temporary laborer is being sent to work.

b) The statement provided by the day and temporary labor service agency shall be certified and signed by an authorized agent of the agency stating that the information contained in the statement is true and correct. If a day or temporary laborer is not dispatched directly to the work site from the office or other location of the day and temporary labor service agency, the statement shall be provided to the day or temporary laborer by hand, email, facsimile or U.S. mail. If the day or temporary laborer is dispatched by telephone, the day and temporary labor service agency shall send the statement to the day or temporary laborer by hand, email, facsimile or U.S. mail. *If a day or temporary laborer is assigned to the same assignment for more than one day, the day and temporary labor service agency is only required to provide the employment notice on the first day of the assignment and on any day that any of the terms listed on the employment notice are changed* [820 ILCS 175/10(a)].

(Source: Added at 30 Ill. Reg. 11557, effective June 22, 2006)