

EMPLOYMENT LAW TOOLKIT

*How to Protect Your Business From Liability and Comply with
State and Federal Employment Laws*

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I. INTRODUCTION¹

Starting or running a company is no easy task. Successfully operating a business requires its owners and managers to successfully navigate through a wide variety of different employment issues such as employee morale, immigration compliance, unions, protecting assets and complying with the literally hundreds of different employment and labor laws and regulations. In this regard, there exist many legal pitfalls that companies can fall into if they are not familiar with the governing employment laws and do not take adequate preventative measures to protect themselves from liability.

This Toolkit serves as a resource for business professionals, executives and human resource personnel who are involved in the day-to-day operations of a company or who otherwise are thinking about starting a company. This Toolkit highlights some of the major laws and regulations facing employers in Illinois, and offers practical suggestions on how to avoid costs and liability.

We are pleased to make this Toolkit available to you and hope that it will serve as a useful resource for you and your business. Of course, we welcome any comments or suggestions of topics to be included in the next version. For more information or additional copies of this Toolkit, please contact E. Jason Tremblay (ejtremblay@arnstein.com).

Now for the legal disclaimers: While the information in this Toolkit is currently accurate, employment laws in Illinois and elsewhere are frequently changing. This Toolkit is for informational purposes only and is not intended to be a comprehensive summary of every legal requirement facing an employer. Rather, it is a general summary of some of the major issues and laws presently facing employers. This information should not be construed as legal advice or an opinion as to a particular situation or application. Further, this Toolkit does not create an attorney/client relationship between Arnstein & Lehr LLP and any readers or recipients. Therefore, if your company is faced with a pending legal issue or question, we strongly encourage you to contact Arnstein & Lehr LLP to ensure that your company is complying with existing employment laws and regulations.

¹ E. Jason Tremblay, the author of this Toolkit, is a partner in the Labor and Employment Law Practice Group at Arnstein & Lehr LLP. Mr. Tremblay gratefully acknowledges the assistance of his partners, Paul E. Starkman, Mark A. Spognardi and Thadford A. Felton, in the preparation of this Toolkit.