



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

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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

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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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