

Please post in a conspicuous place. Date Posted: Labor laws change frequently. Contact your distributor to ensure that you are in full compliance with required State and Federal posting requirements at least once a year. © LaborLawCenter, Inc. All rights reserved

## $\star$ $\star$ $\star$ $\star$ $\star$ $\star$ LABOR LAW POSTER $\star$ $\star$ $\star$ $\star$ $\star$ $\star$

## WISCONSIN FAMILY & MEDICAL LEAVE ACT

## WISCONSIN FAMILY AND MEDICAL LEAVE ACT

or more employees display a copy of this poster in the workplace. Employers with 25 or more employees are required to post their particular leave policy. Under state law all employers with 50 or more permanent a complaint about a denial of rights under the law contact: employees must allow employees of either sex:

WISCONSIN

• Up to six (6) weeks leave in a calendar year for the birth or adoption of the employee's child, providing the leave begins within sixteen (16) weeks of the birth or placement of that child.

Up to two (2) weeks of leave in a calendar year for the care of a child, spouse, domestic partner, as defined in §40.02(1) or 770.01(1) or parent or a parent of a domestic partner with a serious health condition. • Up to two (2) weeks leave in a calendar year for the employee's own serious health condition.

This law only applies to an employee who has worked for the employer more than 52 consecutive weeks and for at least 1000 hours during that 52-week period. The law also requires that employees be allowed to substitute paid or unpaid leave provided by the employer for Wisconsin Family and Medical Leave. Employers may have leave policies, which are more generous than leaves required by the law. A complaint concerning a denial of rights under this

Section 103.10, Wisconsin Statues, requires that all employers with 50 law must be filed within 30 days after the violation occurs or the employee should have reasonably known that the violation occurred, whichever is later. For answers to questions about the law, a complete copy of the law, or to make

> STATE OF WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT EQUAL RIGHTS DIVISION

201 E WASHINGTON AVE ROOM A100	819 N 6TH ST,
PO BOX 8928	ROOM 723
MADISON, WI 53708	MILWAUKEE WI 53203
Telephone: (608) 266-6860	Telephone: (414) 227-4384

### Website: https://dwd.wisconsin.gov/er/

The Department of Workforce Development is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format or need it translated to another language, please contact us. RD-7983-P (R. 06/2020)

## WISCONSIN BONE MARROW AND ORGAN DONATION LEAVE ACT

## WISCONSIN BONE MARROW AND ORGAN DONATION LEAVE ACT

Section 103.11, Wisconsin Statutes, requires all employers with 50 or more employees to display a copy of this poster in the workplace. Employers with 25 or more employees are required to post their particular leave policies.

Under state law all employers with 50 or more permanent employees must allow employees of either sex:

Up to six (6) weeks leave in a 12-month period for the purpose of serving as a bone marrow or organ donor, provided that the employee provides his or her employer with written verification that the employee is to serve as a bone marrow or organ donor and so long as the leave is only for the period necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from the procedure.

This law applies only to an employee who has worked for the employer more than 52 consecutive weeks and for at least 1000 hours during that 52-week period. The law also requires that employees be allowed to substitute paid or unpaid leave provided by the employer for Wisconsin Bone Marrow or Organ Donation Leave. Employers may have leave policies that are more generous than leaves required by the law.

A complaint concerning a denial of rights under this law must be filed within 30 days after the violation occurs or the employee should have reasonably known that the violation occurred, whichever is later. For answers to questions about the law, a complete copy of the law, or to make a complaint about a denial of rights under the law contact:

	STATE OF WISCONSIN	WISCONSIN
Ŵ	DEPARTMENT OF WORKFORCE	
Catt.	DEVELOPMENT EQUAL RIGHTS DIVISION	DWD

PO BOX 8928 819 N 6TH ST, ROOM 723 MADISON WI 53708 MILWAUKEE WI 53203 Telephone: (608) 266-6860 Telephone: (414) 227-4384

### Website: https://dwd.wisconsin.gov/er/

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EMPLOYEE PROTECTIONS AGAINST USE OF HONESTY TESTING DEVICES

Employee Protections Against Use of Honesty Testing Devices (WIS. STAT. § 111.37)

Employers who use honesty testing must display this poster in one or more conspicuous places where notices to employees are customarily posted.

Under Wisconsin law, requiring or requesting that an employee or applicant take an honesty test (lie detector) is unlawful or heavily regulated. Further, employers may not discriminate against a person who refuses to take a test or objects to its use. Exceptions An employer may request that an employee take a test in connection with an investigation involving economic loss or injury to a business if the employee is a reasonable suspect. Honesty tests **can be used** by law enforcement agencies and certain businesses engaged in providing security services, alarm systems, and who manufacture, distribute or sell controlled substances.

Employee & Applicant Rights Any legally permitted honesty test is subject to strict safeguards, including an examinee's right to proper notice, the right to discontinue a test at any time and the right to advance written notice of the

**STATE OF WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT EQUAL RIGHTS DIVISION** STREET ADDRESS: 819 N 6th ST 201 E WASHINGTON AVE ROOM A100, **ROOM 723** 

MADISON WI 53703 MILWAUKEE WI 53203 MAILING ADDRESS:

PO BOX 8928, MADISON, WI 53708-8928

Telephone: (608) 266-6860 Telephone: (414) 227-4384

Website: https://dwd.wisconsin.gov/er/

# DISCRIMINATION

## WISCONSIN FAIR EMPLOYMENT LAW

Section 111.31-111.395 Wisconsin Statutes and DWD 218 Wisconsin Administrative Code requires that all employers prominently display this Poster in all places of employment.

### It is unlawful to discriminate against employees and job applicants because of

their:		
•Sex	<ul> <li>Use of Lawful Products</li> </ul>	
•Color	<ul> <li>Arrest or Conviction</li> </ul>	
<ul> <li>Ancestry</li> </ul>	<ul> <li>Honesty Testing</li> </ul>	
<ul> <li>Disability</li> </ul>	<ul> <li>National Origin</li> </ul>	
<ul> <li>Marital Staus</li> </ul>	<ul> <li>Pregnancy or Childbirth</li> </ul>	
•Race	<ul> <li>Sexual Orientation</li> </ul>	
<ul> <li>Creed (Religion)</li> </ul>	<ul> <li>Genetic Testing</li> </ul>	
•Age (40 or Over)	<ul> <li>Military Service</li> </ul>	
<ul> <li>Declining to Attend a Meeting or Participate in any Communication Abo</li> </ul>		
Religious or Political Matters		

This law applies to employers, employment agencies, labor unions and licensing agencies. Employers may not require certain types of honesty testing or genetic testing as a condition of employment, nor discipline an employee because of the

results. Employees may not be harassed in the workplace based on their protected status nor retaliated against for filing a complaint, for assisting with a complaint, or for opposing discrimination in the workplace. There is a 300-day time limit for filing a discrimination complaint. For more information or a copy of the law and the administrative rules contact:

### **STATE OF WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT** EQUAL RIGHTS DIVISION

201 E WASHINGTON AVE ROOM A100	819 N 6th ST
PO BOX 8928	ROOM 723
MADISON WI 53708	MILWAUKEE WI 53203
Telephone: (608) 266-6860	Telephone: (414) 227-4384

### Website: https://dwd.wisconsin.gov/er/

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Note: When you authorize to use online services, you may be mailed an identity

verification letter with a code that **must** be entered within seven days.

## **UNEMPLOYMENT INSURANCE**

## Notice to Employees About Applying for WISCONSIN UNEMPLOYMENT BENEFITS dwd.wisconsin.gov/uiben/handbook/apply.htm

**How To Apply** 

When To Apply You are totally unemployed,

- Your weekly earnings are reduced
- You expect to be laid off within the next 13 weeks, or
- You are participating in the Trade Adjustment Assistance (TAA) program. Unsure if you will qualify? Apply to find out if you are eligible. Only DWD can determine if you will qualify.

IMPORTANT: You must file an initial claim application within seven days of the end of the calendar week in which you want to receive a UI benefit payment.

### **Information You Need To Apply**

- □ A username and password (for filing online). A valid email address or mobile phone number Your current address
- Your social security number
- □ Your Wisconsin driver license or identification number (if you have one). Your work history for the last 18 months, including:
- Employers' business names.
- Employers' addresses (including zip code)
- Employers' phone number
- First and last dates of work with each employer. Reason for no longer working with each employer.
- $\exists$  If you are not a U.S. citizen, your alien registration number, document number and expiration date
- $\Box$  If you served in the military in the last 18 months, Form DD-214. If you are a federal civilian employee, Form SF-50 or SF-8.
- $\Box$  If you are a union member, the name and local number of your union hall.

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□ If you want UI benefit payments by direct deposit, your bank's routing number and your account number

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Unemployment Insurance Division at (414) 435-7069 or toll-free at (844) 910-3661 to request information in an alternate format, including translated to another language.

UCB-7-P (R. 01/04/2024)

copies, visit: dwd.wisconsin.gov/dwd/publications/ui/notice.htm or call (414) 438-7705 Notice to Employees: The federal Social Security Act requires that you give us your social security number. It will be used to verify your identity and determine your eligibility. If you do not provide your social security number we cannot take your claim

## **RETALIATION PROTECTION FOR HEALTH CARE WORKERS**

## **Retaliation Protection for Health Care Workers in Wisconsin** Any facility, as defined in s. 647.01 (4), or any hospital, nursing home, community based

mary, county hospital, county mental

#### **STATE OF WISCONSIN**

**Apply Online During These Times** Sunday Monday – Friday 9:00 AM – Midnight Available 24 Hours Saturday Midnight - 3:00 PM **Need Help?** For access to a computer and workforce services:

## Visit your closest Job Center wisconsinjobcenter.org/directory

1. Go to my.unemployment.wisconsin.gov

2. Read and accept terms and conditions.

4. Log on to access your claimant portal.

5. Complete your initial claim application

3. Create a username and password.

For help using online services or if you are unable to go online: Call Unemployment Insurance (ÚI) at (414) 435-7069 or toll-free (844) 910-3661 during business hours.





dwd.wisconsin.gov/ui Notice to Employers: All employers covered by Wisconsin's Unemployment Insurance law are required to prominently display this poster where employees will easily see it. If employers do not have a permanent work site regularly accessed by employees, an individual copy is to be provided to each employee. For additional

questions to be asked.

Enforcement Victims of unlawful honesty testing may file a complaint within 300 days after the date the unfair honesty testing occurred, at one of the offices below

The Department of Workforce Development is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format or need it translated to another language, please contact us. FRD-10861-P (R. 06/2020)

# **PUBLIC EMPLOYEE SAFETY & HEALTH**

## PUBLIC EMPLOYEE SAFETY AND HEALTH

Authority Wisconsin statues section 101.055 requires the Wisconsin Department of Safety and Professional Services to adopt and enforce safety and health standards that will provide protection to public employees at least equal to that provided to private sector employees under standards promulgated by Federal Occupational Safety and Health Administration (OSHA).

Inspection A public employee or public employee representative who believes that a safety or health standard is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the department to conduct an inspection. If the requestor so designates the identity of the requestor will be kept confidential. If the department decides not to make an inspection, the requestor will be so notified. A representative of the employer and a public employee representative will be permitted to accompany the department inspector during the inspection. The employee shall not be discriminated against with respect to either pay received or withheld for time spent on the inspection.

Enforcement If the department finds a violation of state standards, abatement orders will be issued to the employer. The employer shall post a copy of the orders at or near the site of the violations for 3 days or until the violation is

corrected, whichever is longer. Copies of the order will be sent to the top elected official, the bargaining unit and to the person requesting the inspection. If the department decides not to issue orders in response to a request, a written notice of that decision shall be sent to the public employee who requested the investigation. If decisions are disputed they will be reviewed.

Discrimination No public employer may discriminate against or discharge any public employee for exercising any right afforded by his section. A state employee who believes he or she has been discriminated against may file a complaint with the personnel commission within 30 days of employee's receipt of knowledge of the discrimination. A public employee, other than a state employee, may file a complaint with the state Division of Equal Rights within 30 days.

DSPS

USUALLY POSTED



PUBLIC EMPLOYERS ARE REQUIRED TO POST THIS NOTICE WHERE NOTICES TO EMPLOYEE ARE

## **CESSATION OF HEALTH CARE BENEFIT**

## ADVANCE NOTICE REQUIRED WHEN EMPLOYERS DECIDE TO CEASE PROVIDING A HEALTH CARE BENEFIT PLAN

Wisconsin law (Wis. Stat. § 109.075) requires employers who plan to discontinue health care benefits to current employees, retirees, and dependents of employees or retirees in some instances to provide the affected individuals with 60 days' notice of the cessation of benefits. Q. Which employers must comply with this requirement?

**A.** An employer who operates a business enterprise in Wisconsin that employs 50 or more persons in the state must provide written notice of its intention to cease providing health care benefits to affected parties.

### Q. Who is an affected individual entitled to this notice?

- A. Employees, any union representing employees of the business, retirees, and dependents of employees and retires currently covered by the health care plan are entitled to receive 60 days' written notice that the benefits will cease.
- Q. Why should an affected person file a complaint about not receiving 60 days' notice of the cessation of a health care benefit plan?
- A. A person who did not receive proper notice may receive either the value of the insurance premium(s) for the period without notice or the actual value of medical expenses incurred during the non-notification period (maximum of 60 days).

complaint about not receiving notice, whom should I contact? A. Contact either the Equal Rights Division in Milwaukee or Madison listed below

Q. If I have questions concerning this requirement or if I wish to file a

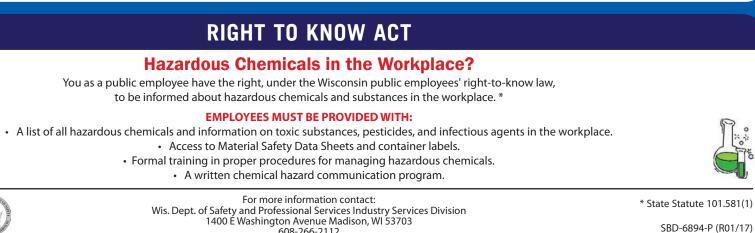
STATE OF WISCONSIN - DEPARTMENT OF WORKFORCE DEVELOPMENT EQUAL RIGHTS DIVISION

201 E WASHINGTON AVE, ROOM A100	819 N 6th ST
PO BOX 8928	ROOM 723
MADISON WI 53708	MILWAUKEE WI 53203
Telephone: (608) 266-6860	Telephone: (414) 227-4384

### Website: https://dwd.wisconsin.gov/er/

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## 1400 É Washington Avenue Madison, WI 53703 608-266-2112

## **BUSINESS CLOSING/MASS LAYOFF NOTIFICATION**

## Employee Rights under Wisconsin's Business Closing/Mass Layoff Notification Law

Under Wisconsin law, employees have certain rights and employers have certain obligations to give proper notice to their employees and others before taking certain actions.

What is a "business closing" or "mass layoff?" A "business closing" requires notice if there is a permanent or temporary shutdown of an employment site or of one or more facilities or operating units at an employment site or within a single municipality that affects 25 or more employees (not including "new" or "low-hour" employees). A "mass layoff" requires notice if there is a reduction in the workforce that is not a "business closing" and which affects the following number of employees (excluding new or low

What employees are entitled to receive notice? Employees are entitled to receive notice if they are counted as part of "business closing" or "mass layoff." New or low-hour employees may also be entitled to receive notice in situations where there is a "business closing" or "mass layoff."

What can employees recover if notice is required and not given? If an employer implements a "business closing" or "mass layoff" without providing required notice, an affected employee may recover back pay and benefits for each day that required notice was not provided (up to a maximum of 60 days). An affected employee may also recover attorney fees and costs in a lawsuit.

complex or other place licensed or approved by the department of health and family services must display this poster in one or more conspicuous places where notices to employees are customarily posted.

### Under section 146.997 of Wisconsin Statutes, as an employee of a health care facility or provider, you may not be disciplined at work for good faith reporting of:

• any potential violations of state or federal law by the health care facility or provider. • any situation where care is provided in a manner that violates state or federal standards, laws, or recognized clinical or ethical standards.

Covered reporting includes internal reports to any director, officer, or supervisor of the health care facility or provider, or reports to an agency or body that accredits, certifies, or approves the facility or provider, unless disclosure is prohibited by law.

Victims of unlawful retaliation may file a complaint, within 300 days of the date the retaliation or threat of retaliation occurred, at one of the offices below

DEPARTMENT OF WORKFORCE DEVELOPMENT EQUAL RIGHTS DIVISION

201 E WASHINGTON AVE, ROOM A100 819 N 6th ST PO BOX 8928 **ROOM 723** MADISON WI 53708 MILWAUKEE WI 53203

Telephone: (608) 266-6860 Telephone: (414) 227-4384

### Website: https://dwd.wisconsin.gov/er/

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ERD-12210-P (R. 06/2020)

## CHILD LABOR LAWS

## Hours and Times of Day Minors May Work in Wisconsin

State and federal laws do not limit the hours that minors 16 years of age or over may work, except that they may not be employed or permitted to work during hours of required school attendance under Wis. Stat. § 118.15.

State and federal laws also permit minors under 16 to work up to seven days per week in the delivery of newspapers and agriculture. In most other types of labor, minors under 16 may only work six days a week.

Most employers must obtain work permits for minors under 16 before permitting them to work. For further information, see the Wisconsin Employment of Minors Guide (ERD-4758-P).

Maximum Hours of Work for 14 & 15 year-old minors	After Labor Day through May 31	June 1 through Labor Day	
Daily Hours			
Non-School Days	8 hours	8 hours	
School Days	3 hours	3 hours	
Weekly Hours			
Non-School Weeks	40 hours	40 hours	
School Weeks	18 hours	18 hours	
Permitted Time of Day	7am-7pm	7am-9pm	

Employers subject to both federal and state laws must comply with the more Minors under 18 years of age may not work more than 6 consecutive hours without stringent section of the two laws. having a 30-minute, duty free meal period.

school, except for students participating in work experience and career exploration programs operated by the school.

restrictions even though they may work for more than one employer during the same dav or week

trades, agriculture, and work in school lunch programs. See the Wisconsin Employment Madison, WI 53715. of Minors Guide, ERD-4758-P, for more detail). These minors are subject to the same

hourly and time of day restrictions as minors who are 14 or 15 years of age.

State child labor laws prohibit work during times that minors are required to be in Minors 16 & 17 years of age who are employed after 11:00 pm must have 8 hours of rest between the end of one shift and the start of the next shift.

Minimum Wage for minors is \$7.25 per hour. Employers may pay an "Opportunity Minors under 16 years of age are limited to the maximum hours and time of day Wage" of \$5.90 per hour for the first 90 days of employment. On the 91st day, the wage must increase to \$7.25 per hour.

For further information about the federal child labor laws call (608) 441-5221, or Minors under 14 years of age are allowed to work in certain occupations (e.g., street write to U.S. Department of Labor, Wage & Hour, 740 Regent Street, Suite 102,

> For further information about the state child labor laws, call the Equal Rights Division in Madison (608) 266-6860 or Milwaukee (414) 227-4384.



Website: https://dwd.wisconsin.gov/er/

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ERD-9212-P (R. 06/2020)

## WISCONSIN MINIMUM WAGE

**Wisconsin Minimum Wage Rates** Effective July 24, 2009 (Wis. Stat. ch. 104)

General Minimu	m Wage Rates				
Non-Opportunity Employees: Opportunity Employees:					
<b>\$7.25</b> per Hour	<b>\$5.90</b> per Hour				
Minimum Wage Rates f	or Tipped Employees				
Non-Opportunity Employees:	Opportunity Employees:				
<b>\$2.33</b> per Hour	<b>\$2.13</b> per Hour				
Note: "Opportunity employee" means an employee who is not yet 20 years old and who has					
been in employment status with a particular employer for 90 or fewer consecutive calendar					
days from the date of initial employment.					

nitial employment.		
um Wage Rates fo	r All Agricultural Employees	-
Adults	\$7.25 per Hour	

### Wisconsin Maximum Allowances for Board and Lodging Effective July 24, 2009

### **Non-Agricultural Employment**

**Agricultural Employment** 

	Non-Opportunity Employees	Opportunity Employees
Meals	\$87.00 Per Week \$4.15 Per Meal	\$70.80 Per Week \$3.35 Per Meal
Lodging	\$58.00 Per Week \$8.30 Per Day	\$47.20 Per Week \$6.75 Per Day

ERD-11054-P (R. 06/2020)

SBD-9301P (04/17

hour employees) at an employment site or within a single municipality: If you have questions regarding this law or wish to file a complaint, call or write 1. At least 25% of the employer's workforce or 25 employees, whichever is greater

### or

2. At least 500 employees.

DSPS

Employees are counted if their employment is terminated (not including discharges for cause, voluntary departures, or retirements), if they are laid off for more than 6 months, or if their hours are reduced more than 50 percent during each month of any 6-month period, as the result of a business closing or mass layoff. New or low-hour employees - who have been employed for fewer than 6 of the 12 months preceding the date on which a notice is required or who average fewer than 20 hours of work per week - are **not** counted.

Who must provide notice and when? With certain exceptions, businesses employing 50 or more persons in the State of Wisconsin must provide written notice 60 days before implementing a "business closing" or "mass layoff" in this state. The federal or state government (and their political subdivisions), charitable or tax exempt institutions and organizations, and independent contractors are not covered under this law and do not have to provide notice. Additional exceptions exist in various situations involving strikes or lockouts, sales, relocations, temporary or seasonal employment, unforeseeable circumstances, natural or man-made disasters, temporary cessation in operations, or businesses in financial trouble.

STATE OF WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT EQUAL RIGHTS DIVISION

201 E. WASHINGTON AVE. ROOM A100 PO BOX 8928, MADISON, WI 53708 Telephone: (608) 266-6860

819 N. 6TH ST. ROOM 723 MILWAUKEE, WI 53203 Telephone: (414) 227-4384

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	Addits		All Employ		ployees	oyees		
Minors \$7.25 per Hour Minimum Wage Rates for Caddies			Meals		\$87.00 Per Week \$4.15 Per Meal			
	9 Holes \$5.90	18 Holes \$10.50			Lodging	\$58.00 Per Week \$8.30 Per Day		
	For more information contact: STATE OF WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT EQUAL RIGHTS DIVISION			Wee	Camp Counse kly Salary for All Emp	or Employment loyees [Adults and	Minors]	
	201 E WASHINGTON AVE, ROOM A100,	E WASHINGTON AVE, ROOM A100, 819 N 6TH ST ROOM 723,			Board & Lodging	Board Only	No Board o	or Lodging
	MADISON WI 53703	MILWAUKEE WI 53203	Salary R	Rates	\$210.00	\$265.00	\$350	0.00
	PO BOX 8928, MADISON WI 53708-8928 Telephone: (608) 266-6860 Telephone: (414) 227-4384		When board	or loda	ing provided by an	employer is accer	ted and rece	aived by an
	Website: https://dwd.wisconsin.gov/er/ The Department of Workforce Development is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format or need it translated to another language, please contact us.			WOINELS DAVLIEUN. THE ATTOUTIES DEDUCTED ATE USED TO DETETTITE IT THE ETHDIOVEE IS				