

## Notice to Employees About Applying for Wisconsin Unemployment Benefits

### When To Apply

- You are totally unemployed,
- You are partially unemployed (your weekly earnings are reduced), or
- You expect to be laid off within the next 13 weeks and would like to start your benefit year early

**IMPORTANT:** Your claim begins the week you apply. To avoid any loss of benefits, apply the first week you are unemployed. Do not wait until the week is over.

### How To Apply

#### STEPS TO APPLY ONLINE:

1. Type into the internet browser: [my.unemployment.wisconsin.gov](http://my.unemployment.wisconsin.gov)
2. Read & accept Terms and Conditions
3. Create a username and password
4. Logon to access online benefit services
5. Complete your application

#### Apply Online During These Times

Sunday	9:00 AM – 5:00 PM
Monday – Friday	8:00 AM – 7:00 PM
Saturday	9:00 AM – 2:30 PM

For help using online services or if you are truly unable to go online call (414) 435-7069 during business hours

For more information about unemployment insurance, visit our website: [dwd.wisconsin.gov/ui](http://dwd.wisconsin.gov/ui)



\*\* Employer Business Name & Address:

**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 copies go online at: <https://dwd.wisconsin.gov/publications/notice.htm> or call (414) 435-7705. Please enter your **UI Account Business Name and address in the box (at right) for employee reference.**

**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.

(R, 9/6/2019)

## 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 employer provides his or her employee with written verification that the employee is to serve as a bone marrow or organ donor and as 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. Employees may have leave policies, which are more generous than leaves required by the law.

A complaint concerning 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:

PO BOX 8928  
MADISON WI 53708  
Telephone: (608) 266-6860

819 N 6TH ST, ROOM 723  
MILWAUKEE WI 53203  
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. (R, 9/6/2020)

## 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 a honesty test if the 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 other services, including all controlled substances.

### Employee & Applicant Rights

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

STATE OF WISCONSIN  
DEPARTMENT OF WORKFORCE DEVELOPMENT  
EQUAL RIGHTS DIVISION

STREET ADDRESS:  
201 E WASHINGTON AVE ROOM A100  
MADISON WI 53703

MAILING ADDRESS:  
PO BOX 8928  
MADISON, WI 53708-8928

819 N 6TH ST ROOM 723  
MILWAUKEE WI 53203

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(R, 9/6/2020)

## Advance Notice Required When Employers Decide to Cease Providing a Health Care Benefit Plan

Wisconsin law (Wis. Stat. § 106.077) requires employers who plan to discontinue health care benefits to current employees, retirees and dependents of employees or retirees in some instances must provide the affected individuals with 60 days' notice of the cessation of benefits.

### Q: Which employees 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 retirees 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 premiums for the period without notice or the actual value of medical expenses incurred during the non-notice period (maximum of 60 days).

### Q: If I have questions concerning this requirement or if I wish to file a complaint about not receiving notice, whom should I contact?

A: Contact either the Equal Rights Division in Milwaukee or Madison listed below.

STATE OF WISCONSIN  
DEPARTMENT OF WORKFORCE DEVELOPMENT  
EQUAL RIGHTS DIVISION

201 E WASHINGTON AVE, ROOM A100  
PO BOX 8928  
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ROOM 723  
MILWAUKEE WI 53203

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(R, 9/6/2020)

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

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 stringent section of the two laws. State child labor laws prohibit work during times that minors are required to be in school, except for students participating in work experience and career exploration programs operated by the school.

Minors under 16 years of age are limited to the maximum hours and time of day restrictions even though they may work for more than one employer during the same day or week.

Minors under 14 years of age are allowed to work in certain occupations (e.g., street trades, agriculture, and work in school-based programs). See the Wisconsin Employment of Minors Act, DWD 4736.7 for more details. These minors are subject to the same hourly and time of day restrictions as minors who are 14 or 15 years of age.

Minors under 18 years of age may not work more than 6 consecutive hours without having a 30-minute, duty free meal period.

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 Wage" of \$5.00 per hour for the first 30 days of employment. On the 31st day, the wage must increase to \$7.25 per hour.

For further information about the federal child labor laws call (800) 441-5221, or write to U.S. Department of Labor, Wage & Hour, 740 Regent Street, Suite 102, Madison, WI 53715.

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

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please contact the Equal Rights Division at (608) 266-6860 to request information in an alternate format, including translated to another language. (R, 9/6/2020)

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

Under Wisconsin law, employers have certain rights and employees 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 "low" 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 senior or low-hour employees) at an employment site or within a single municipality:

1. At least 25% of the employer's workforce or 25 employees, whichever is greater or
2. At least 50 employees.

Employees are entitled to notice if their employment is terminated (not including discharge 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, or to receive notice 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 covered.

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 and state government and their political subdivisions, charitable or for-profit institutions and organizations, and independent contractors are not covered under this law and do not have to provide notice. Additional exceptions there are various situations involving fire or floods, sales, relocations, temporary or seasonal employment, unforeseeable circumstances, natural or man-made disasters, temporary cessation of operations, or businesses in financial trouble.

### What employees are entitled to receive notice?

Employees are entitled to receive notice if they are counted as part of a "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.

If you have questions regarding this law or wish to file a complaint, call or write us at:

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DEPARTMENT OF WORKFORCE DEVELOPMENT  
EQUAL RIGHTS DIVISION

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## Wisconsin Fair Employment Law

Section 111.31-111.39 Wisconsin Statutes and DWD 218 Wisconsin Administrative Code requires that all employers prohibit discrimination at all places of employment.

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

- Sex
- Creed (Religion)
- History Testing
- Color
- Age (40 and Over)
- National Origin
- Ancestry
- Deciding to Attend a Meeting or Participate in any Communication
- Pregnancy or Childbirth
- Disability
- Any Religious or Political Matters
- Genetic Testing
- Marital Status
- Use of Lawful Products
- Military Service
- Race
- Arrest or Conviction

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.

Employers 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 30-day time limit for filing a discrimination complaint.

For more information or a copy of the law and the administrative rules contact:

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EQUAL RIGHTS DIVISION

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(R, 9/6/2020)

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

**General Minimum Wage Rates**

Non-Opportunity Employees:	Opportunity Employees:
\$7.25 per Hour	\$5.90 per Hour

**Minimum Wage Rates for Tipped Employees**

Non-Opportunity Employees:	Opportunity Employees:
\$2.33 per Hour	\$2.13 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.

**Minimum Wage Rates for All Agricultural Employees**

Adults	\$7.25 per Hour
Minors	\$7.25 per Hour

**Minimum Rates for Caddies**

9 Holes	\$5.90
18 Holes	\$10.50

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

**Non-Agricultural Employment**

Meals	\$87.00 Per Week	Opportunity Employees: \$70.80 Per Week
Lodging	\$4.15 Per Meal	\$4.35 Per Meal

**Agricultural Employment**

Meals	\$67.00 Per Week	Opportunity Employees: \$50.00 Per Week
Lodging	\$4.15 Per Meal	\$4.30 Per Meal

**Camp Counselor Employment**

Board & Lodging	\$210.00	Board Only	\$265.00	No Board or Lodging	\$350.00
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Weekly Salary for All Employees (Adults and Minors)

When board or lodging provided by an employer is accepted and received by an employee, the employee is permitted to deduct up to the above amounts from the worker's paycheck. The amounts deducted are used to determine if the employee is receiving the required minimum wage rates.

For more information contact:

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## Notice to Employees / Employees

Your state has its own minimum wage law which requires posting a notice regarding the aspects of that law. Employees are still required to post the Federal Minimum Wage notice from the U.S. Dept. of Labor Labor Fair Standards Act in addition to the state posting. According to the Dept. of Labor, where Federal and state law have different minimum wage rates, the higher standard applies.

### This Posting is for Informational Purposes Only

## Wisconsin Family and Medical Leave Act

Section 103.10, Wisconsin Statutes, requires that all employers with 50 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 employees must allow employees of either sex:

- 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 § 49.02(2)(c) 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. Employees may have leave policies, which 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:

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