Occupational Safety and Health IT'S THE LAW!

**Employers must:** 

injury or illness.

understand.

workplace.

Provide employees a workplace free from

rights under the law, including raising a

health and safety concern with you or

with OSHA, or reporting a work-related

Comply with all applicable OSHA standards.

workplace fatality or within 24 hours of

Provide required training to all workers

in a language and vocabulary they can

any work-related inpatient hospitalization,

Notify OSHA within 8 hours of a

amputation, or loss of an eye.

Prominently display this poster in the

Post OSHA citations at or near the

place of the alleged violations.

On-Site Consultation services are

programs in every state.

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

**Federal Minimum Wage** 

\$7.25 PER HOUR BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14

and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in

employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employe

to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to

provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The

Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference

· Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the

1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd

WAGE AND HOUR DIVISION • WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

**Equal Employment Opportunity** 

between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent

may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum

wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties

the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped

available to small and medium-sized

employers, without citation or penalty,

through OSHA-supported consultation

recognized hazards. It is illegal to retaliate

against an employee for using any of their

PRODUCT ID: WI2-27X40-ENG

All workers have the right to:

Raise a safety or health concern with

related injury or illness, without being

Receive information and training on

substances in your workplace.

job hazards, including all hazardous

Request a confidential OSHA inspection

of vour workplace if you believe there are

unsafe or unhealthy conditions. You have

the right to have a representative contact

Participate (or have your representative

30 days (by phone, online or by mail)

if you have been retaliated against for

speak in private to the inspector.

File a complaint with OSHA within

See any OSHA citations issued to

Request copies of your medical

This poster is available free from OSHA.

Contact OSHA. We can help.

state minimum wage law are

**OVERTIME PAY** 

NURSING MOTHERS

ADDITIONAL INFORMATION:

Department of Labor.

EEOC may be able to help.

Most private employers

What Organizations are Covered?

All aspects of employment, including:

Pay (unequal wages or compensation)

sincerelyheld religious belief, observance or practice

Obtaining or disclosing genetic information of employees
Requesting or disclosing medical information of employees

Discharge, firing, or lay-off

Hiring or promotion

any of the following ways:

eeoc.gov/Portal/Login.aspx

1-800-669-6820 (TTY)

www.eeoc.gov/field-office)`

E-Mail info@eeoc.gov

**AMBUL** 

HOSPITAL:

Call 1-800-669-4000 (toll free)

-844-234-5122 (ASL video phone)

discrimination on the following bases:

Visit an EEOC field office (information at

charge of discrimination, is available at www.eeoc.gov.

Job training

Referral

Classification

State and local governments (as employers)

Educational institutions (as employers)

Who is Protected?

Job applicants

Staffing agencies

Age (40 and older)

employees

breast milk

ENFORCEMEN'

igated to pay the higher rate

At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

· Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.

Some state laws provide greater employee protections; employers must comply with both.

Know Your Rights: Workplace Discrimination is Illegal

• Union members and applicants for membership in a union

What Types of Employment Discrimination are Illegal?

regardless of your immigration status, on the bases of:

Under the EEOC's laws, an employer may not discriminate against you,

Sex (including pregnancy and related conditions, sexual orientation, or

disclosure of genetic tests, genetic services, or family medical history)
• Retaliation for filing a charge, reasonably opposing discrimination, or

What Employment Practices can be Challenged as Discriminatory?

participating in a discrimination lawsuit, investigation, or proceeding.

Harassment (including unwelcome verbal or physical conduct)

Failure to provide reasonable accommodation for a disability or a

Conduct that might reasonably discourage someone from opposing

discrimination, filing a charge, ór participating in an investigation or

What can You Do if You Believe Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay,

Submit an inquiry through the EEOC's public portal: https://publicportal.

Additional information about the EEOC, including information about filing a

☐ WEEKLY ☐ BI-WEEKLY ☐ SEMI-MONTHLY ☐ MONTHLY ☐

because there are strict time limits for filing a charge of discrimination (180

or 300 days, depending on where you live/work). You can reach the EÈOC in

Genetic information (including employer requests for, or purchase, use, or

The U.S. Equal Employment Opportunity Commission (EEOC) enforces

believe you've been discriminated against at work or in applying for a job, the

Federal laws that protect you from discrimination in employment. If you

• Employees (current and former), including managers and temporary

records, tests that measure hazards

in the workplace, and the workplace

participate) in an OSHA inspection and

your employer or OSHA, or report a work-

A safe workplace.

retaliated against.

OSHA on your behalf.

using your rights.

your employer.

injury and illness log.

Note: "Opportunity employee" means an employee who is not yet 20 years old

Minimum Wage Rates for All Agricultural Employees

**General Minimum Wage Rates** 

STATE OF WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT

**EQUAL RIGHTS DIVISION** 

Wisconsin Maximum Allowances for Board and Lodging

Effective July 24, 2009

**Non-Agricultural Employment** Non-Opportunity Employees Opportunity Employees \$87.00 Per Week \$70.80 Per Week \$4.15 Per Meal \$3.35 Per Meal \$58 00 Per Week \$47.20 Per Week \$8.30 Per Day \$6.75 Per Day

Lodging **Agricultural Employment** All Employees

\$87.00 Per Week \$4.15 Per Meal \$58.00 Per Week Lodging \$8.30 Per Day

**Camp Counselor Employment** Weekly Salary for All Employees [Adults and Minors] Board & Lodging | Board Only No Board or Lodging Salary Rates \$210.00 \$265.00 \$350.00 When board or lodging provided by an employer is accepted and received by an employee, the employer 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

**Advance Notice of Cessation of Healthcare Benefits** 

Advance Notice Required When Employers Decide to Cease Providing a Health Q: If I have questions concerning this requirement or if I wish to file a complaint about not receiving notice, whom should I contact?

MILWAUKEE WI 53707-7997

Telephone: (414) 227-4384

\$7.25 per Hour

\$7.25 per Hour

\$10.50

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

PO BOX 7997

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

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 xpenses incurred during the non-notification period (maximum of 60 days).

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

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

receiving the required minimum wage rates.

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.

#### **Protection Against Honesty Test**

Employee Protections Against Use of Honesty Testing Devices (Wis. Stat. § 111.37)

OF WORKFORCE DEVELOPMENT EQUAL RIGHTS DIVISION 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 iscriminate against a person who refuses to take a test or objects to its use.

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 easonable suspect. Honesty tests **can be used** by law enforcement agencies and ertain businesses engaged in providing security services, alarm systems, and who nanufacture, 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 questions to be asked.

**EMPLOYEES MUST BE PROVIDED WITH:** 

/ictims 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.

STREET ADDRESS:

201 E WASHINGTON AVE. ROOM A100 MADISON WI 53703 819 N 6TH ST ROOM 723 MILWAUKEE WI 53203

STATE OF WISCONSIN DEPARTMENT

PO BOX 8928 MILWAUKEE WI 53708-8928 Telephone: (414) 227-4384

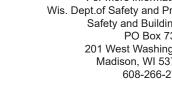
Telephone: (608) 266-6860

Website: http://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.

# **Right To Know**

A list of all hazardous chemicals and information on toxic substances, pesticides, and infectious agents in the workplace.

Access to Material Safety Data Sheets and container labels. Formal training in proper procedures for managing hazardous chemicals. A written chemical hazard communication program For more information contact:



Safety and Buildings Division PO Box 7302 201 West Washington Avenue Madison, WI 53707-7302 608-266-2780



#### **Workers With Disabilities**

NOTICE TO WISCONSIN WORKERS WITH DISABILITIES PAID AT SPECIAL

Generally, employees are covered by Wisconsin's minimum wage and overtime law provisions. The law requires payment of not less than the minimum wage for all hours worked, and payment of time and one-half an employee's regular rate of pay for all hours worked over forty in a work week. There may be other requirements. Child labor law provisions apply to employees under 18 years of age.

Special Minimum Wages under DWD 279 Workers whose disabilities impair their ability to perform their work may be employed under a special minimum wage license issued by the Department of Workforce Development. This establishment has such a license. The rates must reflect the productivity of the worker compared to the productivity of a worker not disabled for similar work, and to the wages paid to experienced workers performing the same or similar work in the vicinity

To be able to pay less than the standard applicable minimum wage, this facility must also have a certificate under Section 14(c) of the Fair Labor Standards Act (FLSA),

issued by the US Department of Labor. Effective July 22, 2016, the FLSA prevents this establishment from employing persons 24 years of age or younger at a special minimum wage unless certain conditions are met. The Division of Vocational Rehabilitation (DVR) will provide documentation that these conditions have been met. DVR will also provide career counseling and information and referral services designed to promote opportunities for competitive, integrated employment, regardless of age, to individuals who are known to be employed at special minimum wages every six months for the first vear of the individual's subminimum wage employment and annually

thereafter for the duration of such employment.

parent and/or quardian if appropriate, of the terms of the special minimum wage license under which the worker is employed **Review Process, Complaints, or Questions** 

The employer shall inform orally and in writing, each worker with a disability, and

to questions about the law, or for a complete copy of the law, contact: STATE OF WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT **EQUAL RIGHTS DIVISION** 201 E WASHINGTON AVE. ROOM A100 MADISON WI 53703

MADISON WI 53708-8928 Telephone: (608) 266-6860 819 N 6TH ST ROOM 723 MILWAUKEE WI 53203

Telephone: (414) 227-4384 Website: http://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:

## **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 ororgan 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

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 DEPARTMENT OF WORKFORCE DEVELOPMENT

**EQUAL RIGHTS DIVISION** PO BOX 8928 819 N 6TH ST. ROOM 723

MADISON WI 53708 **MILWAUKEE WI 53203** Telephone: (608) 266-6860

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.

### **Minor Work Hours**

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

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 After Labor Day June 1 through

14 & 15 year-old minors	through May 31	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-7nm	7am-9nm

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 Minors under 14 years of age are allowed to work in certain occupations (e.g., street trades, agriculture, and work in school lunch programs. See the Wisconsin Employment 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. 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 \$5.90 per hour for the first 90 days of employment. On the 91st day, the wage must

For further information about the federal child labor laws call (608) 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.

> DEPARTMENT OF WORKFORCE DEVELOPMENT - EQUAL RIGHTS DIVISION PO BOX 8928 MADISON WI 53708 Telephone: (608) 266-6860 TTY: (608) 264-8752 Website: http://dwd.wisconsin.gov/er/

**State 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 § 40.02(21c) or 770.01(1) or parent with a serious

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: STATE OF WISCONSIN, DEPARTMENT OF WORKFORCE DEVELOPMENT, EQUAL RIGHTS DIVISION

To any of these or you owed extra tax when you filed your last return, you may need to file a new Form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829individuals on the IRS website.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the

and who has been in employment status with a particular employer for 90 or fewer An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care consecutive calendar days from the date of initial employment An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the BENEFITS & PROTECTIONS: While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and

**Minimum Rates for Caddies** 9 Holes 18 Holes STATE OF WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT **EQUAL RIGHTS DIVISION** 201 E WASHINGTON AVE, ROOM 819 N 6TH ST ROOM 723 A100 MADISON WI 53703 MILWAUKEE WI 53203

MADISON WI 53708-8928

Telephone: (608) 266-6860

Non-Opportunity Employees:

PO BOX 8928

ELIGIBILITY REQUIREMENTS: An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES: Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd U.S. Department of Labor • Wage and Hour Division

**USERRA** 

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and

REEMPLOYMENT RIGHTS

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases

• If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. • Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ssistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An nteractive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you may equest that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. • You may also bypass the VETS process

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www. dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees









# The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course

against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act. Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft embezzlement, etc.) that resulted in economic loss to the employer.

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons. The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. I-866-487-9243 • TTY: 1-877-889-5627 www.dol.gov/whd

How To Apply

STEPS TO APPLY ONLINE:

(414) 435-7069 during business hours

**Unemployment Benefits** 

When To Apply How 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

WAGE AND HOUR DIVISION

**UNITED STATES DEPARTMENT OF LABOR** 

MPORTANT: 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

Have This Information Ready To Apply: A username and password for filing online A valid email or mobile number Your social security number Your Wisconsin driver license or identification number Your work history for the last 18 months: Employers' business names \*\*

Employers' addresses (including zip code) \*\*

First and last dates of work with each employer

Employers' phone numbers

Reason no longer working with each employer

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 6:00 AM – 7:00 PM Saturday 9:00 AM - 2:30 PM

eligibility. If you do not provide your social security number, we cannot take your

For more information about unemployment insurance, visit our website: dwd.wisconsin.gov/ui

For help using online services or if you are truly unable to go online call

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 to request information in an alternate format, including translated to another language.

### **Public Employee Safety and Health**

Wisconsin statues section 101.055 requires the Wisconsin Department of Commerce 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). 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

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 the will be reviewed. No public employer may discriminate against or discharge any public employee for exercising any right afforded by this section. A state employee who believes he or she has been discriminated against may file a complaint with the state Division of Equal Rights within 30 days of employee's knowledge of the discrimination. A public

Who must provide notice and when?

**Industry Services Division** PO Box 2658 1400 E Washington Ave. Madison, WI 53701-2658 608-266-2112



PUBLIC EMPLOYERS ARE REQUIRED TO POST A HEALTH AND SAFETY NOTICE WHERE NOTICES TO EMPLOYEES ARE USUALLY POSTED

For more information, contact:

Wisconsin Department of Safety and Professional Services

#### **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:

 Creed (Religion) Age (40 or Over) Color Use of Lawful Products Ancestry Arrest or Conviction Disability Honesty Testing Marital Status Genetic Testing Race Military Service

employee, other than a state employee, may file a complaint with the state Division of Equal Rights within 30 days.

 National Origin Pregnancy or Childbirth Sexual orientation Declining to Attend a Meeting or Participate in any Communication About 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, PO BOX 8928, MADISON WI 53708 Telephone: (608) 266-6860 819 N 6th ST, ROOM 723, MILWAUKEE WI 53203 Telephone: (414) 227-4384 Website: http://dwd.wisconsin.gov/er/

#### 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 lavoff?"

workforce that is not a "business closing" and which affects the following number of employees (excluding new or low-hour employees) at an employment site or within a single 1. At least 25% of the employer's workforce or 25 employees, whichever is greater or 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 -

Nith 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. 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

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 Website: http://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

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

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ormat or need it translated to another language, please contact us. **Business Closing/ Mass Layoff** 

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

"Business Closing" requires notice if there is a permanent or temporary shutdown of an employment site 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). "Mass Layoff" requires notice if there is a reduction in the

situations where there is a "business closing" or "mass layoff." What can employees recover if notice is required and not given? f 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 tha equired notice was not provided (up to a maximum of 60 days). An affected employee may also recover attorney fees and costs in a lawsuit.

format or need it translated to another language, please contact us.

# No Smoking

**NO SMOKING IN THE WORKPLACE - Fines up to \$250** MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

 Have at least 1,250 hours of service in the 12 months before taking leave;\* and Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite. \*Special "hours of service" requirements apply to airline flight crew employees.

**Family Medical Leave Act** 

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

REQUESTING LEAVE: Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a

notify the employer as soon as possible and, generally, follow the employer's usual procedures.

ENFORCEMENT: Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS • YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT applicants to the uniformed services

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: · you ensure that your employer receives advance written or verbal notice of your service; · you have five years or less of cumulative service in the uniformed services while with that particular employer; • you return to work or apply for reemployment in a timely manner after conclusion of service; and • you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION If you: • are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; hen an employer may not deny you: • initial employment; • reemployment; • retention in employment; • promotion; or • any benefit of employment because of this status.

• The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. • For and bring a civil action against an employer for violations of USERRA.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a

proceeding under USERRA, even if that person has no service connection.





**Polygraph Protection** Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests. **EXAMINEE RIGHTS** 

Notice to Employees: The federal Social Security Act requires that you give us Notice to Employees About Applying for Wisconsin Unemployment Benefits vour social security number. It will be used to verify your identity and determine your

1. Type into the internet browser: my.unemployment.wisconsin.gov

Your alien registration number, document number and expiration date, if you are Form DD214 (Member 4 copy), if you served in the military in the last 18 months Form SF-50 or SF-8. if you are a federal civilian employee Name and local number of your union hall, if you are a union member 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.wi.gov/dwd/publications/ui/notice.htm or call (414) 438-7705. Please enter your UI Account business name and address in the box (at right) for employee

received or withheld for time spent on the inspection. 200 Constitution Avenue, N.W. Washington, D.C. 20210 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 1-800-397-6251 (toll-free) If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https:// ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department

Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National

Executive Order 11246, as amended, prohibits employment discrimination

by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure

Executive Order 11246, as amended, protects applicants and employees of

Federal contractors from discrimination based on inquiring about, disclosing

or discussing their compensation or the compensation of other applicants or

qualified individuals with disabilities from discrimination in hiring, promotion,

discharge, pay, fringe benefits, job training, classification, referral, and other

an applicant or employee, barring undue hardship to the employer. Section

503 also requires that Federal contractors take affirmative action to employ

and advance in employment qualified individuals with disabilities at all levels

amended, 38 U.S.C. 4212, prohibits employment discrimination against, and

requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of

discrimination, participates in an OFCCP proceeding, or otherwise opposes

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact

of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL

immediately contact the Federal agency providing such assistance.

discharge or release from active duty), active duty wartime or campaign

Retaliation is prohibited against a person who files a complaint of

discrimination by Federal contractors under these Federal laws.

The Office of Federal Contract Compliance Programs (OFCCP)

badge veterans, or Armed Forces service medal veterans.

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as

aspects of employment by Federal contractors. Disability discrimination

includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is

Section 503 of the Rehabilitation Act of 1973, as amended, protects

equality of opportunity in all aspects of employment.

Asking About, Disclosing, or Discussing Pay

of employment, including the executive level.

Retaliation

U.S. Department of Labor

agencies/ofccp/contact.

**ASSISTANCE** 

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is The Department of Labor's Office of Federal Contract Compliance prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. functions of the iob. f you are applying for a job with, or are an employee of, a company with a If you believe you have been discriminated against in a program of Federal contract or subcontract, you are protected under Federal law from any institution which receives Federal financial assistance, you should

Individuals with Disabilities

#### **Protection For Healthcare 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 residential facility, county home, county infirmary, county hospital, county mental health 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.

> 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

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

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■ MONDAY ■ TUESDAY ■ WEDNESDAY ■ THURSDAY ■ FRIDAY ■ SATURDAY ■ SUNDAY

PAY SCHEDULE IS

alternate format or need it translated to another language, please contact us **Payday Notice** 

PAYCHECKS ARE ISSUED ON THE	AND TIME:	OF THE MONTH
En	nergency Notice	
LANCE:	FIRE-RESCUE:	

**PHYSICIAN** 

**ALTERNATE** POLICE: **HAZARDOUS MATERIAL** ProService HAWAII

HR that powers your business

TO REORDER, CALL 1-888-488-7678 OR ORDER AT STATEANDFEDERALPOSTER.COM

**LEAVE ENTITLEMENTS:** Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period The birth of a child or placement of a child for adoption or foster care; To bond with a child (leave must be taken within 1 year of the child's birth or placement);

for the servicemember with a serious injury or illness.

Have worked for the employer for at least 12 months

employee must comply with the employer's normal paid leave policies.

FMLA, or being involved in any proceeding under or related to the FMLA.

To care for the employee's spouse, child, or parent who has a qualifying serious health condition

For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;

For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent

ended a job)? our itemized deductions?

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed Form W-4 with your employer did you... Marry or divorce? Gain or lose a dependent

Change your name? 3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/ Were there major changes to... Your nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started or

Employer: Please poster or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.

You as a public employee have the right, under the Wisconsin public employees' right-to-know law, to be informed about hazardous chemicals and substances in the

For more information contact: Wis. Dept.of Safety and Professional Services

A request for reconsideration or review under this law must be filed within 60 days after learning of the action. To file such a request, make a complaint, for answers

Telephone: (414) 227-4384 Website: http://dwd.wisconsin.gov/er/

Employers subject to both federal and state laws must comply with the more stringent section of the two laws. 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

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• 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,

**IRS Withholding** 

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