EEOC - EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW

PRIVATE EMPLOYERS, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS, **EMPLOYMENT AGENCIES AND LABOR ORGANIZATIONS** Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies

and labor organizations are protected under Federal law from discrimination on the following bases: RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights GENETICS Title II of the Genetic Information Nondiscrimination Act of 2008 Act of 1964, as amended, protects applicants and employees from protects applicants and employees from discrimination based on genetic discrimination in hiring, promotion, discharge, pay, fringe benefits, job information in hiring, promotion, discharge, pay, fringe benefits, job training, training, classification, referral, and other aspects of employment, on the classification, referral, and other aspects of employment. GINA also restricts basis of race, color, religion, sex (including pregnancy), or national origin. employers' acquisition of genetic information and strictly limits disclosure of Religious discrimination includes failing to reasonably accommodate an genetic information. Genetic information includes information about genetic employee's religious practices where the accommodation does not impose tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for DISABILITY Title I and Title V of the Americans with Disabilities Act of 1990, as or receipt of genetic services by applicants, employees, or their family members.

amended, protect qualified individuals from discrimination on the basis of **RETALIATION** All of these Federal laws prohibit covered entities from disability in hiring, promotion, discharge, pay, fringe benefits, job training, retaliating against a person who files a charge of discrimination, participates classification, referral, and other aspects of employment. Disability in a discrimination proceeding, or otherwise opposes an unlawful discrimination includes not making reasonable accommodation to the known employment practice. physical or mental limitations of an otherwise qualified individual with a WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There disability who is an applicant or employee, barring undue hardship. are strict time limits for filing charges of employment discrimination. To AGE The Age Discrimination in Employment Act of 1967, as amended, protects preserve the ability of EEOC to act on your behalf and to protect your right applicants and employees 40 years of age or older from discrimination based on to file a private lawsuit, should you ultimately need to, you should age in hiring, promotion, discharge, pay, fringe benefits, job training, contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free)

classification, referral, and other aspects of employment. SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the or 1-800-669-6820 (toll-free TTY number for individuals with hearing Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits impairments). EEOC field office information is available at www.eeoc.gov or sex discrimination in the payment of wages to women and men performing in most telephone directories in the U.S. Government or Federal Government substantially equal work, in jobs that require equal skill, effort, and responsibility, section. Additional information about EEOC, including information about under similar working conditions, in the same establishment.

charge filing, is available at www.eeoc.gov. **EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS**

Applicants to and employees of companies with a Federal government contract or subcontract are protected under RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, disabilities at all levels of employment, including the executive level. NATIONAL ORIGIN Executive Order 11246, as amended, prohibits employment PROTECTED VETERANS The Vietnam Era Veterans' Readjustment Assistance discrimination based on race, color, religion, sex, sexual orientation, gender Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination identity, or national origin, and requires affirmative action to ensure equality of against, and requires affirmative action to recruit, employ, and advance in opportunity in all aspects of employment.

their compensation or the compensation of other applicants or employees. physical or mental limitations of an otherwise qualified individual with a 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 disability who is an applicant or employee, barring undue hardship to the (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE RACE, COLOR, NATIONAL ORIGIN, SEX In addition to the protections of Title activities which receive Federal financial assistance. VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of INDIVIDUALS WITH DISABILITIES Section 504 of the Rehabilitation Act of 1973,

minors under 16 may only work six days a week

Federal law from discrimination on the following bases:

employment, disabled veterans, recently separated veterans (i.e., within three AY SECRECY Executive Order 11246, as amended, protects applicants and years of discharge or release from active duty), active duty wartime or campaign employees from discrimination based on inquiring about, disclosing, or discussing badge veterans, or Armed Forces service medal veterans. **RETALIATION** Retaliation is prohibited against a person who files a complaint

INDIVIDUALS WITH DISABILITIES Section 503 of the Rehabilitation Act of of discrimination, participates in an OFCCP proceeding, or otherwise 1973, as amended, protects qualified individuals with disabilities from opposes discrimination under these Federal laws. Any person who believes a discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, contractor has violated its nondiscrimination or affirmative action obligations classification, referral, and other aspects of employment. Disability under the authorities above should contact immediately: The Office of discrimination includes not making reasonable accommodation to the known Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, employer. Section 503 also requires that Federal contractors take affirmative OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed action to employ and advance in employment qualified individuals with in most telephone directories under U.S. Government, Department of Labor. If you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 | TTY 1-877-889-5627 | www.dol.gov.

1964, as amended, prohibits discrimination on the basis of race, color or as amended, prohibits employment discrimination on the basis of disability in national origin in programs or activities receiving Federal financial assistance. any program or activity which receives Federal financial assistance. Discrimination Employment discrimination is covered by Title VI if the primary objective of the is prohibited in all aspects of employment against persons with disabilities who, financial assistance is provision of employment, or where employment with or without reasonable accommodation, can perform the essential functions discrimination causes or may cause discrimination in providing services under of the job. If you believe you have been discriminated against in a program of such programs. Title IX of the Education Amendments of 1972 prohibits any institution which receives Federal financial assistance, you should employment discrimination on the basis of sex in educational programs or immediately contact the Federal agency providing such assistance. EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement Mandatory Supplement to EEOC P/E-1(Revised 11/09) "EEO is the Law" Poster

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,

Most employers must obtain work permits for minors under 16 before permitting them to work. For further information, see the Wisconsin Employment of

| 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 |

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 8 hours of rest between the end of one shift and the start of the next shift.

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 or write to U.S. Department of Labor, Wage & Hour, 740 Regent Street, Suite

(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.

without having a 30-minute, duty free meal period. Minors 16 & 17 years of age who are employed after 11:00 pm must have

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 increase to \$7.25 per hour. For further information about the federal child labor laws call (608) 441-5221,

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

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 Equal Rights Division at (608) 266-6861 to request information in an alternate format, including translated to another language.

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

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT The Employee Polygraph Protection Act prohibits most private employers does not preempt any provision of any State or local law or any collective from using lie detector tests either for pre-employment screening or bargaining agreement which is more restrictive with respect to lie detector tests.

during the course of employment. PROHIBITIONS 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 against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act. **EXEMPTIONS** 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 in national security-related activities. 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 quard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph

to have test results disclosed to unauthorized persons. **ENFORCEMENT** 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 actions. THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE **EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.** UNITED STATES DEPARTMENT OF LABOR reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law 1-866-487-9243 TTY: 1-877-889-5627 www.dol.gov/whd



EXAMINEE RIGHTS 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

RIGHT TO KNOW ACT

Hazardous Chemicals in the Workplace?

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 workplace. *

EMPLOYEES MUST BE PROVIDED WITH:

• 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.

Wis. Dept. of Safety and Professional Services Industry Services Division 1400 É Washington Avenue Madison, WI 53703

* State Statute 101.581(1) SBD-6894-P (R01/17)

WISCONSIN BONE MARROW AND ORGAN DONATION LEAVE ACT

WISCONSIN BONE MARROW AND ORGAN DONATION LEAVE ACT

A complaint concerning a denial of rights under this law must be filed within Section 103.11, Wisconsin Statutes, requires all employers with 50 30 days after the violation occurs or the employee should have reasonably or more employees to display a copy of this poster in the workplace. known that the violation occurred, whichever is later. Employers with 25 or more employees are required to post their particular For answers to questions about the law, a complete copy of the law, or to

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 The Department of Workforce Development is an equal opportunity employer substitute paid or unpaid leave provided by the employer for Wisconsin and service provider. If you have a disability and need to access this information in Bone Marrow or Organ Donation Leave. Employers may have leave policies an alternate format or need it translated to another language, please contact us. that are more generous than leaves required by the law.

Sex

Color

Race

Ancestry

Disability

Marital Staus

Creed (Religion)

Age (40 or Over)

Religious or Political Matters

over 40 in a workweek.

STATE OF WISCONSIN ©©® DWD DEPARTMENT OF WORKFORCE DEVELOPMENT **EQUAL RIGHTS DIVISION** 819 N 6TH ST, ROOM 723

make a complaint about a denial of rights under the law contact:

MADISON WI 53708 Telephone: (608) 266-6860

MILWAUKEE WI 53203 Telephone: (414) 227-4384

Website: https://dwd.wisconsin.gov/er/ ERD-18114-E-P (06/2020)

DISCRIMINATION

WISCONSIN FAIR EMPLOYMENT LAW

employee because of the results. Employees may not be harassed in the Section 111.31-111.395 Wisconsin Statutes and DWD 218 Wisconsin workplace based on their protected status nor retaliated against for filing a Administrative Code requires that all employers prominently display complaint, for assisting with a complaint, or for opposing discrimination in the this Poster in all places of employment. workplace. There is a 300-day time limit for filing a discrimination complaint. It is unlawful to discriminate against employees and job applicants For more information or a copy of the law and the administrative rules because of their:

Sexual Orientation

Genetic Testing

Military Service

 Use of Lawful Products STATE OF WISCONSIN Arrest or Conviction **DEPARTMENT OF WORKFORCE DEVELOPMENT** Honesty Testing **EQUAL RIGHTS DIVISION** National Origin • Pregnancy or Childbirth 201 E WASHINGTON AVE ROOM A100 819 N 6th ST

PO BOX 8928 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 ERD-4531-P (R. 06/2020)

law. Civil money penalties may also be assessed for violations of the FLSA's

each child labor violation that results in the death or serious injury of any

minor employee, and such assessments may be doubled when 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

Certain occupations and establishments are exempt from the minimum

of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

Some state laws provide greater employee protections; employers must

Some employers incorrectly classify workers as "independent contractors"

when they are actually employees under the FLSA. It is important to know

the difference between the two because employees (unless exempt) are

entitled to the FLSA's minimum wage and overtime pay protections and

Certain full-time students, student learners, apprentices, and workers with

disabilities may be paid less than the minimum wage under special

cial provisions apply to workers in American Samoa, the Commonwealth

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can or repeated violation of the minimum wage or overtime pay provisions of the **OVERTIME PAY** At least 1 ½ times your regular rate of pay for all hours worked child labor provisions. Heightened civil money penalties may be assessed for

Declining to Attend a Meeting or Participate in any Communication About

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

CHILD LABOR 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 agricultural employment. **TIP CREDIT** 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 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 wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make

NURSING MOTHERS 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 employee 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 breast milk.

ENFORCEMENT 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 Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful



proceeding under the FLSA.

comply with both.

ADDITIONAL INFORMATION

wage, and/or overtime pay provisions.

correctly classified independent contractors are not.

certificates issued by the Department of Labor.

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR **1-866-487-9243** TTY: 1-877-889-5627 www.dol.gov/whd



WISCONSIN MINIMUM WAGE

WISCONSIN & FEDERAL LABOR LAW POSTER

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

General Minimum Wage Rates Opportunity Employees: Non-Opportunity Employees:

\$7.25 per Hour **\$5.90** per Hour **Minimum Wage Rates for Tipped Employees**

Opportunity Employees: Non-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

\$7.25 per Hour \$7.25 per Hour

Minimum Wage Rates for Caddies 9 Holes \$5.90 18 Holes \$10.50

For more information contact: **STATE OF WISCONSIN** DEPARTMENT OF WORKFORCE DEVELOPMENT

EQUAL RIGHTS DIVISION 201 E WASHINGTON AVE. ROOM A100, MADISON WI 53703 819 N 6TH ST ROOM 723, MILWAUKEE WI 53203 PO BOX 8928, MADISON WI 53708-8928

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

> **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 Meals \$4.15 Per Meal \$3.35 Per Meal \$58.00 Per Week \$47.20 Per Week Lodging \$8.30 Per Day \$6.75 Per Day

Agricultural Employment All Employees \$87.00 Per Week Meals \$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**

\$210.00

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 receiving the required minimum wage rates ERD-9247-P (R. 06/2020)

PAYDAY NOTICE

Regular Paydays for Employees of

(Company Name) Shall be as follows:

Bi-Weekly

Salary Rates

Other

\$265.00

WITHHOLDING STATUS

YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed form W-4 with your employer did you... See your employer for a copy of Form W-4 or call the IRS Marry or divorce? at 1-800-829-3676 • Gain or lose a dependent? Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or Change your name? Were there major changes to... use the Withholding Calculator at www.irs.gov/individuals on the IRS web site. Your nonwage income (interest, dividends, capital

gains, etc.)? Employer: Please post or publish this Bulletin Board Poster so Your family wage income (you or your spouse started or that your employees will see it. Please indicate where they can ended a job)? get forms and information on this subject. Your itemized deductions? Your tax credits? Publication 213

Department of the Treasury Internal Revenue Service www.irs.gov

Cat. No. 11047P

(Rev. 8-2009)

No Board or Lodging

\$350.00

BUSINESS CLOSING/MASS LAYOFF NOTIFICATION Employee Rights under Wisconsin's Business Closing/Mass Layoff Notification Law

Under Wisconsin law, employees have certain rights and unforeseeable circumstances, natural or man-made disasters, employers have certain obligations to give proper notice to temporary cessation in operations, or businesses in financial their employees and others before taking certain actions. What employees are entitled to receive notice? Employees are What is a "business closing" or "mass layoff?"

A "business closing" requires notice if there is a permanent or entitled to receive notice if they are counted as part of "business temporary shutdown of an employment site or of one or more closing" or "mass layoff." New or low-hour employees may also be facilities or operating units at an employment site or within a entitled to receive notice in situations where there is a "business single municipality that affects 25 or more employees (not including "new" or "low-hour" employees). A "mass layoff" What can employees recover if notice is required and not given? requires notice if there is a reduction in the workforce that is not a If an employer implements a "business closing" or "mass layoff" "business closing" and which affects the following number of without providing required notice, an affected employee may employees (excluding new or low hour employees) at an recover back pay and benefits for each day that required notice was employment site or within a single municipality: not provided (up to a maximum of 60 days). An affected employee

To any of these questions or you owed extra tax when you filed

your last return, you may need to file a new form W-4.

1. At least 25% of the employer's workforce or 25 employees, whichever is greater or 2. At least 500 employees.

If you can answer "YES"..

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, to another language, please contact us. sales, relocations, temporary or seasonal employment,

Occupational Safety and Health Administration (OSHA).

withheld for time spent on the inspection.

own serious health condition.

benefits to affected parties.

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:

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

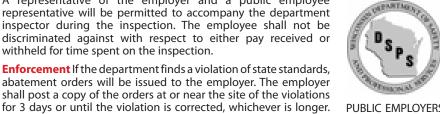
Website: https://dwd.wisconsin.gov/er/

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 ERD-9006-P (R. 06/2020)

PUBLIC EMPLOYEE SAFETY & HEALTH

PUBLIC EMPLOYEE SAFETY AND HEALTH Authority Wisconsin statute section 101.055 requires the bargaining unit and to the person requesting the inspection. nsin Department of Safety and Professional Services to If the department decides not to issue orders in response to adopt and enforce safety and health standards that will provide request, a written notice of that decision shall be sent to the public employee who requested the investigation. If decisions are protection to public employees at least equal to that provided to private sector employees under standards promulgated by Federal

Discrimination No public employer may discriminate against or **Inspection** A public employee or public employee representative discharge any public employee for exercising any right afforded who believes that a safety or health standard is being violated, or by his section. A state employee who believes he or she has been discriminated against may file a complaint with the personnel that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the department commission within 30 days of employee's receipt of knowledge of to conduct an inspection. If the requestor so designates, the the discrimination. A public employee, other than a state identity of the requestor will be kept confidential. If the department employee, may file a complaint with the state Division of Equal decides not to make an inspection, the requestor will be notified. Rights within 30 days. A representative of the employer and a public employee For more information, contact: Wisconsin Department of Safety and



disputed they will be reviewed.

Professional Services **Industry Services Division** PO Box 7302 1400 E Washington Ave. Madison, WI 53707-7302 608-266-2112 PUBLIC EMPLOYERS ARE REQUIRED TO POST THIS NOTICE WHERE

Copies of the order will be sent to the top elected official, the NOTICES TO EMPLOYEES ARE USUALLY POSTED SBD-9301P (04/17)

WISCONSIN FAMILY & MEDICAL LEAVE ACT

WISCONSIN FAMILY AND MEDICAL LEAVE ACT Section 103.10, Wisconsin Statues, requires that all employers rights under this law must be filed within 30 days after the with 50 or more employees display a copy of this poster in the violation occurs or the employee should have reasonably known workplace. Employers with 25 or more employees are required to that the violation occurred, whichever is later. For answers to post their particular leave policy. Under state law all employers questions about the law, a complete copy of the law, or to make with 50 or more permanent employees must allow employees of

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

This law only applies to an employee who has worked for the

a complaint about a denial of rights under the law contact: STATE OF WISCONSIN Up to six (6) weeks leave in a calendar year for the birth or DEPARTMENT OF WORKFORCE DEVELOPMENT **EQUAL RIGHTS DIVISION** 201 E WASHINGTON AVE ROOM A100 819 N 6TH ST. PO BOX 8928 ROOM 723

MILWAUKEE WI 53203 MADISON, WI 53708 Telephone: (414) 227-4384 Telephone: (608) 266-6860

employer more than 52 consecutive weeks and for at least 1000 Website: https://dwd.wisconsin.gov/er/ The Department of Workforce Development is an equal hours during that 52-week period. The law also requires that opportunity employer and service provider. If you have a disability employees be allowed to substitute paid or unpaid leave provided by the employer for Wisconsin Family and Medical Leave. and need to access this information in an alternate format or need it translated to another language, please contact us. Employers may have leave policies, which are more generous than ERD-7983-P (R. 06/2020) leaves required by the law. A complaint concerning a denial of

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 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

covered by the health care benefit plan are entitled to receive 60 days advanced written notice that their benefits will cease. Q. Why should an affected person file a complaint about not receiving 60 days' notice of the cessation of a health 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 to another language, please contact us.

written notice of its intention to cease providing health care

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

A. Employees, any union representing employees of that business,

retirees and dependents of employees and retirees currently

the non-notification 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 MADISON WI 53708 Telephone: (608) 266-6860

MII WAUKFF WI 53203 Telephone: (414) 227-4384 Website: https://dwd.wisconsin.gov/er/ The Department of Workforce Development is an equal opportunity

819 N 6th ST

ROOM 723

employer and service provider. If you have a disability and need to access this information in an alternate format or need it translated FRD-11054-P (R. 06/2020)

STATE OF WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

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

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 complaint within 300 days after the date the unfair honesty

one or more conspicuous places where notices to employees testing occurred, at one of the offices below. 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

engaged in providing security services, alarm systems, and who manufacture, distribute or sell controlled substances. The Department of Workforce Development is an equal opportunity Employee & Applicant Rights Any legally permitted honesty test is subject to strict safeguards, including an examinee's right to employer and service provider. If you have a disability and need 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. **nforcement** Victims of unlawful honesty testing may file a

business if the employee is a reasonable suspect. Honesty tests

can be used by law enforcement agencies and certain businesses

EQUAL RIGHTS DIVISION STREET ADDRESS: 201 E WASHINGTON AVE ROOM A100 819 N 6th ST 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

access this information in an alternate format or need it translated to another language, please contact us. ERD-10861-P (R. 06/2020)

FMLA - FAMILY AND MEDICAL LEAVE ACT

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION LEAVE ENTITLEMENTS Eligible employees who work for a covered employer *Special "hours of service" requirements apply to airline flight crew employees.

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 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. certification or periodic recertification supporting the need for leave. If the 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 for the servicemember with a serious injury or illness. An written notice indicating what additional information is required. 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 schedule. 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 employee must comply with the employer's normal paid leave policies. 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

FMLA leave, opposing any practice made unlawful by the FMLA, or being nvolved in any proceeding under or related to the FMLA. 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: Have worked for the employer for at least 12 months: 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.

care facility or provider, you may not be disciplined at work for good faith

any potential violations of state or federal law by the health care facility

any situation where care is provided in a manner that violates state or

federal standards, laws, or recognized clinical or ethical standards.

disclosure is prohibited by law.

benefit vear early

Have This Information Ready To Apply:

A username and password for filing online

Your work history for the last 18 months:

Employers' addresses (including zip code) **

First and last dates of work with each employer

Reason no longer working with each employer

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

ess name and address in the box (at right) for employee reference

Your Wisconsin driver license or identification number

☐ A valid email or mobile number

■ Employers' business names **

Employers' phone numbers

you are not a U.S. citizen

Your social security number

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

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, f 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 neligibility. 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. **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 same job or one nearly identical to it with equivalent pay, benefits, and other employer. The FMLA does not affect any federal or state law prohibiting employment terms and conditions. An employer may not interfere with an discrimination or supersede any state or local law or collective bargaining ndividual's FMLA rights or retaliate against someone for using or trying to use agreement that provides greater family or medical leave rights.

Employees must inform the employer if the need for leave is for a reason for

which FMLA leave was previously taken or certified. Employers can require a

employer determines that the certification is incomplete, it must provide a





ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an

employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination. For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

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, Victims of unlawful retaliation may file a complaint, within 300 days of the community based residential facility, county home, county infirmary, county 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 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

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

STATE OF WISCONSIN

UNEMPLOYMENT INSURANCE

Notice to Employees About Applying for Wisconsin Unemployment Benefits You are totally unemployed, **Apply Online During** STEPS TO APPLY ONLINE: 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

my.unemployment.wisconsin.gov . Read & accept Terms and Conditions IMPORTANT: Your claim begins the week you apply. To avoid any loss of 3. Create a username and password benefits, apply the first week you are unemployed. Do not wait until the 4. Logon to access online benefit services 5. Complete your application

unemployment insurance, visit our website:

dwd.wisconsin.gov/ui

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

Your alien registration number, document number and expiration date, i Form DD214 (Member 4 copy), if you served in the military in the last 18

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 is an equal opportunity employer and service provider. If you have a disability dwd/publications/ui/notice.htm or call (414) 438-7705. Please enter your UI Account 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.

USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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 you have five years or less of cumulative service in the uniformed services while with that particular employer:

benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job. RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION f 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; then an employer may not deny you: • initial employment; reemployment; • retention in employment; • promotion; or • any benefit of employment, because of this status. n addition, an employer may not retaliate against anyone assisting in the

• 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

• The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at http://www.dol.gov/elaws/userra.htm. • If you file a complaint with VETS and VETS is unable to resolve it, you may request 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 and bring a civil action against an enforcement of USERRA rights, including testifying or making a statement employer for violations of USERRA. in connection with a proceeding under USERRA, even if that person has no 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:

http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires employers to notify employees of their rights under USERRA, and employers may

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

neet this requirement by displaying the text of this notice where they customarily place notices for employees.



Job Safety and Health IT'S THE LAW!

All workers have the right to:

A safe workplace.

employer.

- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.

Participate (or have your representative

participate) in an OSHA inspection and

 File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your

speak in private to the inspector.

 Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

See any OSHA citations issued to your

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

standards.

understand.

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or
- amputation, or loss of an eye.

Comply with all applicable OSHA

Notify OSHA within 8 hours of a

 Post OSHA citations at or near the place of the alleged violations.

to small and medium-sized employers, without citation or penalty, through OSHAsupported consultation programs in every state.



WI-0820-F02

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

employer and service provider. If you have a disability and need to access ed reporting includes internal reports to any director, officer, this information in an alternate format or need it translated to another supervisor of the health care facility or provider, or reports to an agency or language, please contact us. body that accredits, certifies, or approves the facility or provider, unless

1. Type into the internet browser:

These Times 9:00 AM - 5:00 PM Monday - Friday 6:00 AM - 7:00 PM Saturday 9:00 AM - 2:30 PM

** Employer Business Name & Address:

Notice to Employees: The federal Social Security Act requires that you give us your social Notice to Employers: All employers covered by Wisconsin's Unemployment Insurance law 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. are required to prominently display this poster where employees will easily see it. If employers

HEALTH INSURANCE PROTECTION

YOUR RIGHTS UNDER 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 applicants to the uniformed services.

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. f you are eligible to be reemployed, you must be restored to the job and

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Employer Support Of The Guard And Reserve 1-800-336-4590 U.S. Department of Justice Office of Special Counsel

- illness.
- workplace fatality or within 24 hours of any work-related inpatient hospitalization,

Provide required training to all workers

in a language and vocabulary they can

 Prominently display this poster in the workplace.

On-Site Consultation services are available

