



Department of Workforce Development

Presents the
Labor Law Training Series
“FRIDAY FUNDAMENTALS”

(Co-sponsored by the University of Wisconsin-Extension Local Government Center)

These interactive sessions in 2011-2012 provide basic information about these laws:

Fair Employment

Worker’s Compensation

Labor Standards

Unemployment Insurance

Employment and Training

Sign up now for DWD’s “Friday Fundamentals” educational series.

Sept. 9, 2011
Oct. 14, 2011
Nov. 11, 2011

Dec. 9, 2011
Jan. 13, 2012
Feb. 10, 2012

March 9, 2012
April 13, 2012
May 11, 2012

All Sessions are
1:00 p.m. – 3:00 p.m.

About the Sessions

The Wisconsin Department of Workforce Development will present another series of educational audio conferences on the above dates. DWD uses the WisLine operated by the University of Wisconsin. Sessions are open to the public and held at WisLine sites throughout the State. Most topics are expanded versions of those presented at DWD’s popular Labor Law Clinics.

Pick only the sessions you want!

The courses are designed to be most helpful to those new to their jobs or to the State of Wisconsin. They will also be helpful to those who haven’t attended a DWD Labor Law Clinic or other DWD seminar in recent years. Particular groups that may benefit include:

- Employers of all sizes
- HR Directors
- Attorneys (2.0 hours CLE may be available)
- Labor Unions

Interactive Sessions

Each WisLine session provides microphones that can be used by attendees to ask questions of the speakers during the presentations.

Low Cost

The \$27.00 registration fee for each session includes reference materials mailed in advance of each session.

Choose all 9 sessions and only pay for 8!

Questions? Call Yvonne Hagen at (608) 266-3100 or Joan Kilian-Ikeler at (608) 267-6855

Information about this program may also be found at: <http://dwd.wisconsin.gov/dwd/frifund.htm>

FRIFUND

Topic Details

09/9/11 – “Defining Misconduct under Wisconsin’s Unemployment Insurance Law” - Identifies the factors used by UI staff and the courts to define misconduct which can result in a claimant’s disqualification for UI benefits. Covers what is and isn’t a termination for misconduct, including absenteeism, dishonesty, and violation of company rules. Also covers the basic elements which UI considers in its investigation of a discharge issue, what information UI requests from employers and claimants, and their appeal rights.

10/14/11 – “Job Service Resources- Connecting Employers with Job Seekers” - Have you connected with the *NEW* Job Service? Find out about two tools you can use *TODAY* at no cost to help connect with candidates with proven foundational skills. ‘Www.JobCenterofWisconsin.com’ is a resource for posting jobs and searching for candidates in Wisconsin. In addition: How can one simple question help you hire better qualified employees? Learn about the National Career Readiness Certificate (NCRC), how easily it can be incorporated into your hiring practice, and how it can positively impact your company’s bottom line.

11/11/11 – “Deciding Who Is Eligible for Unemployment Insurance Benefits” - Provides an overview of the primary issues affecting employee eligibility and employer liability for Unemployment Insurance benefits. Includes a discussion of quits, discharges, offers of work, work available, and how terms such as “able to work” and “available for work” are defined by UI. Offers an opportunity for the audience to ask, and get answers to, questions about how and why UI benefits are paid.

12/9/11 – “Agriculture Laws for Employers” - This session provides information about the ‘Migrant and Seasonal Agricultural Worker Protection Act’ (MSPA) administered by the Federal Wage and Hour Division (WHD). In addition the ‘Wisconsin Migrant Labor Law’ administered by DWD, defines standards in inspection and certification of all migrant camps in the state as well as work agreement reviews; crew leader registration; field sanitation; and migrant complaints.

1/13/12 – “Understanding the Principles of Worker’s Compensation Law” - Focuses both on an overview of the key principles underlying the WC system and on practical, useful ideas for employers to implement in handling WC claims. Includes advice on establishing an effective injury reporting process, receiving employee accident reports, communicating with WC insurance carriers, investigating reports of work-related injuries, and steps to follow when presenting evidence on behalf of employers at hearings.

2/10/12 – “An Overview of Wisconsin’s Labor Standards Laws” - Focuses on issues relating to overtime, hours of work, wage payment requirements, and minimum wage. Also includes a discussion of child labor. Time permitting, also provides information on topics such as the Business Closing/Mass Layoff Notification law and personnel records. of a discharge issue, what information UI requests from employers and claimants, and their appeal rights.

3/9/12 – “Preparing for Unemployment Insurance Hearings” - Provides a basic introduction to the appeal process, including how to decide whether or not to appeal an initial eligibility determination, how to effectively prepare for a hearing to ensure that the necessary evidence is presented, and what to do if dissatisfied with the decision of an Administrative Law Judge.

4/13/12 – “Avoiding Loaded Questions That May Discriminate” - Asks you to consider: when was the last time you took a good look at that application form you’re using? What about interview questions? Are any of them discriminatory or could they be interpreted as such? Looks at how the Wisconsin Fair Employment Law applies to the recruitment process and offers alternative questions to help avoid discrimination when gathering information needed to help choose the right candidate for the job.

5/11/12 – “Workplace Harassment” - Provides information about harassment under the Wisconsin Fair Employment Law. Includes a discussion of sexual harassment and harassment based on other characteristics such as race, color, national origin, and sexual orientation. Utilizes case law to illustrate concepts, emphasizes the importance of strong company policies prohibiting unlawful harassment, and provides suggestions for handling and investigating complaints.

WisLine Locations

Individual sites may not be available for every program. Please contact the site in your area well in advance of your program to verify room availability.

Pin/Site #	City	Site Name	Phone
4000	Adams-Adams	County Extension	608/339-4237
4007	Alma	Buffalo County Courthouse	608/685-6256
4038	Antigo	Langlade County Extension Office	715/627-6236
4050	Appleton	Outagamie County UWEX	920/832-5122
4001	Ashland	Ashland County Courthouse	715/682-7017
4069	Baldwin	St. Croix County Ag Center	715/684-3301
4055	Balsam Lake	Polk County UWEX	715/485-8600
4064	Baraboo	Sauk County UWEX	608/355-3250
4003	Barron	Barron County Gov't Ctr	715/537-6250
4031	Black River Falls	Jackson County UWEX	715/284-4257
4009	Chilton	Calumet County Courthouse	920/849-1450, x 5
4010	Chippewa Falls	Chippewa County Courthouse	715/726-7837
4013	Columbia County	Portage County Annex Bldg	608/742-9680
4025	Crandon	Forest County Courthouse	715/478-7797
4037	Darlington	LaFayette County Courthouse	608/776-4820
4029	Dodgeville	Iowa County UWEX	608/935-0391
4052	Durand	Pepin County Government Center	715/672-5214
4073	Eagle River	Vilas County Courthouse	715/479-3648
4022	Eau Claire	Eau Claire County UWEX	715/839-4712
4075	Elkhorn	Walworth County UWEX	262/741-4951
4053	Ellsworth	Pierce County Office Building	715/273-6781
4023	Florence	Resource Center	715/528-4480 x 113
4024	Fond du Lac	Fond du Lac Admin/Extension Bldg.	920/929-3170
4005	Green Bay	Brown Cty Ag. & Extension Center	920/391-4650
4028	Green Lake	Green Lake County Courthouse	920/294-4032
4065	Hayward	Sawyer County Courthouse	715/638-3267
4030	Hurley	Iron County Courthouse	715/561-2695
4031	Jackson County	UWEX	715/284-4257
4061	Janesville	Rock County Courthouse	608/757-5690
4032	Jefferson	Jefferson County UWEX	920-674-7296
4017	Juneau	Dodge County Admin. Building	920/386-3790
4044	Keshena	Menominee County Health & Human Srv Bldg.	715/799-4654
4035	Kewaunee	Kewaunee County Admin Center	920/388-7141
4036	La Crosse	La Crosse County Admin Center	608/785-9593
4062	Ladysmith	Rusk County Courthouse	715/532-2151
4026	Lancaster	Grant County UWEX	608/723-2125
4015	Madison	The Pyle Center	608/265-6177

Pin/Site #	City	Site Name	Phone
4040	Manitowoc	Manitowoc County UWEX	920/ 683-4168
4042	Marinette	Marinette County Courthouse	715/732-7510
4033	Mauston	Juneau County UWEX	608/847-9329
4070	Medford	Taylor Cty USDA Service Center	715/748-3327
4020	Menomonie	Dunn County Gov't Center	715/232-1636
4039	Merrill	Lincoln County Service Ctr	715/539-1072
4027	Monroe	Green County UWEX	608/328-9440
4043	Montello	Marquette County Services Center	608/297-3141
4011	Neilsville	Clark County Courthouse	715/743-5121
4048	Oconto	Oconto County Courthouse	920/834-6845
4083	Oshkosh	Winnebago County UWEX	920-232-1970
4058	Phillips	Price County UWEX	715/339-2555
4051	Port Washington	Ozaukee Cty Admin. Ctr.	262/284-8288
4013	Portage	Columbia Cty Annex Bldg	608/742-9680
4014	Prairie du Chien	Crawford County UWEX	608/326-0223
4088	Reedsburg	Reedsburg Public Library	608/768-7323
4049	Rhineland	Oneida County UWEX	715/365-2750
4060	Richland Center	Richland County UWEX	608/647-6148
4054	River Falls	UW-River Falls	715/425-3256
4067	Shawano	Shawano County Courthouse	715/526-6136
4068	Sheboygan	Sheboygan UWEX	920/459-5900
4008	Siren	Burnett County Government Center	715/349-2151
4047	Sparta	Monroe County UWEX	608/269-8722
4077	Spooner	Washburn County UWEX	715/635-4444
4056	Stevens Point	Ruth Gilfrey Center	715/346-1316
4018	Sturgeon Bay	Door County/ City Library	920/746-2260
4019	Superior	Douglas County UWEX	715/395-1363
4072	Viroqua	Vernon County Extension Office	608/637-5276
4004	Washburn	Bayfield Cty. Courthouse	715/373-6104 x 0
4080	Waukesha	Waukesha Cty Admin Center	262/548-7770
4081	Waupaca	Waupaca County Courthouse	715/258-6231
4041	Wausau	Marathon County UWEX	715/261-1232
4082	Wautoma	Waushara County Courthouse	920/787-0416
4045	Wauwatosa	Milwaukee County Extension	414/256-4621
4071	Whitehall	Trempealeau Cty Gov't Ctr.	715/538-2311 x 208
4085	Wisconsin Rapids	Wood Cty Courthouse	715/421-8440

PLEASE NOTE: When filling out, cutting off, and mailing the registration form on the reverse side of this sheet, some information on this side will be lost. Accordingly, you may wish to copy this side of the sheet for future reference. Any problems with the above numbers, please call 608/262-0753.

How to Register

1. **SELECT** a WisLine site and phone number from the list on the reverse side of this form.
2. **COMPLETE AND RETURN** the registration form together with your payment or purchase order to the address below. Register at least 10 days prior to the session date to ensure reference materials are mailed to you in time for the session. **OR**, you may FAX your registration form to the number below **OR**, you may register by phone using the number just beneath the mailing address below.
3. **THREE WEEKS OR MORE BEFORE THE DATE OF THE SESSION**, please call the site that you wish to attend and confirm for that particular date. Some extension locations have varying schedules. You may also wish to ask for directions and parking information.

Payment:

Include payment in the full amount (per the number of sessions requested). Make check or money order payable to: **University of Wisconsin Extension**

Return to:

WisLine Registration
The Pyle Center, Dept. 111
702 Langdon Street
Madison, WI 53706-1487
Phone (608) 262-0810 FAX (Madison) 265-3163 FAX (Toll Free) 1- (800) 741-7416

Refunds:

Refunds will be authorized when a registration is canceled at least 24 hours in advance of the class, minus a \$16.50 service charge. If the balance owed has not been paid, the \$16.50 cancelation charge will be invoiced and the remaining balance owed will be voided.

Workshops Registration

Check all sessions you wish to attend. (You can have all 9 sessions for the price of 8!)

- 9/9/11 - Defining Misconduct under Wisconsin's UI Law
 10/14/11 - Job Service Resources; Connecting Employers with Job Seekers
 11/11/11 - Deciding Who is Eligible for Unemployment Insurance Benefits
 12/9/11 - Agriculture Laws for Employers
 1/13/12 - Understanding the Principles of Worker's Compensation Law
 2/10/12 - An Overview of Wisconsin's Labor Standards Laws
 3/09/12 - Preparing for Unemployment Insurance Hearings
 4/13/12 - Avoiding Loaded Questions That May Discriminate
 5/11/12 - Workplace Harassment

Select One:

All sessions = \$ 216.00 (a \$27.00 savings when registering for all sessions!)

of sessions _____ @ \$ 27.00 each = \$ _____

Site (from the reverse side) you would like to attend: Site # _____ Site City _____

Name _____ Company _____

Address _____

City _____ State _____ ZIP _____

Phone # _____ FAX # _____ E-Mail Address _____

Payment Information

Enclosed is my check or money order, payable to University of Wisconsin Extension.

Please charge to the following account:

MASTERCARD VISA AMERICAN EXPRESS

Card No. _____ Expires _____

Cardholder's Name _____

Information about this program may also be found at: <http://dwd.wisconsin.gov/dwd/frifund.htm>
FRIFUND