

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

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

What is a "business closing" or "mass layoff?"

"business closing" requires notice if there is a permanent or temporary shutdown of an employment site or of one or more facilities or operating units at an employment site or within a single municipality that affects 25 or more employees (not including "new" or "low-hour" employees).

"mass layoff" requires notice if there is a reduction in the workforce that is not a "business closing" and which affects the following number of employees (excluding new or low hour employees) at an employment site or within a single municipality:

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

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 "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 situations where there is a "business closing" or "mass layoff."

What can employees recover if notice is required and not given?

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

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

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

201 E WASHINGTON AVE ROOM A300
PO BOX 8928
MADISON WI 53708

Telephone: (608) 266-6860
TTY: (608) 264-8752

819 N 6th ST
ROOM 723
MILWAUKEE WI 53203

Telephone: (414) 227-4384
TTY: (414) 227-4081

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.

Hours and Times of Day Minors May Work in Wisconsin

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

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

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

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

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

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

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

Minors under 14 years of age are allowed to work in certain occupations (e.g., street trades, agriculture, and work in school 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 increase to \$7.25 per hour.

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.

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Horas y Horarios del Día Que Menores Pueden Trabajar en Wisconsin

Las leyes estatales y federales no limitan las horas en las que menores de 16 años o más pueden trabajar, a excepción de que no pueden trabajar o no se les debe permitir trabajar durante las horas en las que deben asistir a la escuela bajo el Estatuto de Wisconsin § 118.15.

Las leyes estatales y federales también permiten que los menores de menos de 16 años trabajen hasta siete días por semana en el reparto de periódicos y en la agricultura. En la mayoría de otros tipos de trabajos, los menores de menos de 16 años solo pueden trabajar seis días por semana.

La mayoría de los empleadores deben obtener permisos de trabajo para menores *antes* de permitir que trabajen. Para más información, vea la Guía de Empleo de Menores de Wisconsin. (ERD-4758-P).

Horas Máximas de Trabajo para menores de 14 & 15 años	Después del Día del Trabajo hasta el 31 de mayo	Desde el 1° de junio hasta el Día del Trabajo
<u>Horas Diarias</u>		
Días sin Clases	8 horas	8 horas
Días de Clase	3 horas	3 horas
Horas Semanales	18 horas	40 horas
Horas Permitidas del Día	7am-7pm	7am-9pm

Empleadores sujetos tanto a las leyes federales como a las estatales deben cumplir con la sección más exigente de las dos leyes.

Las leyes estatales de trabajo de menores prohíben que los menores trabajen durante las horas en las que deben asistir a la escuela, a excepción de estudiantes que participen en programas de experiencia laboral y orientación vocacional organizados por su escuela.

Menores de menos de 16 años están limitados a las restricciones de horas máximas y de horas permitidas del día aún cuando pueden trabajar para más de un empleador durante el mismo día o la misma semana.

Menores de menos de 18 años no pueden trabajar más de 6 horas consecutivas sin tener un periodo de comida sin deberes de 30 minutos.

Menores de 16 y 17 años de edad que trabajan después de las 11:00pm deben de tener 8 horas de descanso entre el fin de un turno y el comienzo del próximo turno.

El Salario Mínimo para menores es \$7.25 por hora. Empleadores pueden pagar un "Salario de Oportunidad" de \$5.90 por hora durante los primeros 90 días de empleo. En el día 91, el salario debe subir a \$7.25 por hora.

Para más información sobre las leyes federales de trabajo de menores, llame al (608) 441-5221, o escriba a U.S. Department of Labor, Wage & Hour, 740 Regent Street, Suite 102, Madison, WI 53715.

Para más información sobre las leyes estatales de trabajo de menores, llame a la Equal Rights Division en Madison al (608) 266-6860 o en Milwaukee al (414) 227-4384.

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El Departamento de Desarrollo Laboral provee oportunidades iguales en sus servicios. Si usted necesita asistencia para tener acceso a los servicios, o necesita materiales en otro formato, por favor póngase en contacto con nosotros. Las personas sordas o con impedimentos auditivos o del habla pueden llamarnos usando los números de TTY provistos.

Employee Protections Against Use of Honesty Testing Devices

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

Under Wisconsin law, requiring or requesting that an employee or applicant take an honesty test (lie detector) is unlawful or heavily regulated. Further, employers may not discriminate against a person who refuses to take a test or objects to its use.

Exceptions

An employer **may request** that an employee take a test in connection with an investigation involving economic loss or injury to a business if the employee is a reasonable suspect.

Honesty tests **can be used** by law enforcement agencies and certain businesses engaged in providing security services, alarm systems, and who manufacture, distribute or sell controlled substances.

Employee & Applicant Rights

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

Enforcement

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

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Wisconsin Fair Employment Law

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

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

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

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:

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Ley De Empleo Justo De Wisconsin

Sección 111.31-111.395 estatutos de Wisconsin y el código administrativo de DWD 218 Wisconsin requiere que todos los patrones exhiban prominente este cartel en todos los lugares del empleo.

Es contra la ley el discriminar contra trabajadores(as) o personas que solicitan empleo debido a su:

- Sexo
- Color
- Ascendencia
- Impedimento Físico o Mental
- Estado Civil
- Raza
- Credo (Religión)
- Edad (40 Y Mayor)
- Negarse a asistir a una reunión o participar en cualquier comunicación ("sobre" o "en relación" con) asuntos religiosos o políticos
- Uso De Productos Legales
- Antecedentes De Arresto O Convicción
- Exámenes De Honestidad
- Nacionalidad De Origen
- Embarazo O Nacimiento
- Orientación Sexual
- Examen Genético
- Participación En La Reserva Militar O Guardia Nacional

Las empresas o patrones no pueden requerir ciertos tipos de exámenes como condición de empleo, ni pueden disciplinar a un empleado basándose solamente en los resultados de esos exámenes.

Los trabajadores no pueden ser hostigados o amedrentados en su lugar de trabajo, ni ser sometidos a represalias como resultado de presentar una queja, o ayudar con una queja, o por oponerse al discrimen en el lugar de empleo.

Esta ley aplica a patrones, lugares de trabajo, agencias de empleo, uniones laborales (gremios), y agencias que certifican o dan licencias. Existe un período límite de 300 días para presentar una queja.

Para mayor información, o para obtener una copia de la ley o del reglamento administrativo, póngase en contacto con:

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Wisconsin Family and Medical Leave Act

Section 103.10, Wisconsin Statutes, requires that all employers with 50 or more employees display a copy of this poster in the workplace. Employers with 25 or more employees are required to post their particular leave policy

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

- **Up to six (6) weeks leave in a calendar year for the birth or adoption of the employee's child, providing the leave begins within sixteen (16) weeks of the birth or placement of that child.**
- **Up to two (2) weeks of leave in a calendar year for the care of a child, spouse, domestic partner, as defined in § 40.02(21c) or 770.01(1) or parent or a parent of a domestic partner with a serious health condition.**
- **Up to two (2) weeks leave in a calendar year for the employee's own serious health condition.**

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

A complaint concerning a denial of rights under this law **must be filed within 30 days** after the violation occurs or the employee should have reasonably known that the violation occurred, whichever is later.

For answers to questions about the law, a complete copy of the law, or to make a complaint about a denial of rights under the law contact:

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Ley De Derecho De Ausencia Familiar Y Médica De Wisconsin

La Sección 103.10 de la Ley estatal requiere que todas las compañías/agencias con más de cincuenta (50) empleados pongan este aviso en un sitio visible en el área de trabajo. Las compañías/agencias con más de veinticinco (25) empleados también tienen la obligación de poner a la vista un aviso de sus propias reglas para ausencias.

Bajo la ley estatal, todas las compañías/agencias con más de cincuenta (50) empleados permanentes tienen que darles a sus empleados de cualquier sexo:

- hasta seis (6) semanas de derecho de ausencia debida al nacimiento o adopción de un niño(a) del empleado. La ausencia tiene que empezar en las primeras dieciséis (16) semanas del nacimiento o adopción del niño(a).
- hasta dos (2) semanas de derecho de ausencia para cuidar a un hijo(a), esposo(a), pareja de hecho o padre/madre que sufren de una enfermedad seria.
- hasta dos (2) semanas de derecho de ausencia si el empleado(a) sufre de una enfermedad seria.

Esta ley es aplicable solamente si el empleado(a) ha trabajado para la misma compañía/agencia por más de cincuenta y dos (52) semanas consecutivas y por lo menos mil (1000) horas durante esas 52 semanas. La ley también requiere que se permita a los empleados sustituir licencia con paga o impago provista por el empleador o patrono para el propósito de Ausencia Familiar y Médica de Wisconsin. Las compañías/agencias pueden tener reglas propias que ofrecen períodos de ausencia más generosos que los que son requeridos por la ley.

Una queja referente a que le hayan negado los derechos otorgados por esta ley debe presentarse dentro de treinta (30) días después de que haya ocurrido la violación, o de que el empleado(a) debería haber sabido, dentro de lo razonable, que la violación ocurrió, cualquiera de las dos situaciones haya ocurrido última.

Para obtener respuestas a sus preguntas acerca de esta Ley, obtener una copia completa de la Ley, o para hacer una queja acerca de una violación de derechos bajo la Ley, póngase en contacto con:

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Wisconsin Minimum Wage Rates

Effective July 24, 2009

General Minimum Wage Rates

Non-Opportunity Employees:

\$7.25 per Hour

Opportunity Employees:

\$5.90 per Hour

Minimum Wage Rates for Tipped Employees

Non-Opportunity Employees:

\$2.33 per Hour

Opportunity Employees:

\$2.13 per Hour

Note: "Opportunity employee" means an employee who is not yet 20 years old and who has been in employment status with a particular employer for 90 or fewer consecutive calendar days from the date of initial employment.

Minimum Wage Rates for All Agricultural Employees

Adults \$7.25 per Hour

Minors \$7.25 per Hour

Minimum Rates for Caddies

9 Holes \$5.90

18 Holes \$10.50

For more information contact:

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Wisconsin Maximum Allowances for Board and Lodging

Effective July 24, 2009

Non-Agricultural Employment

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

Agricultural Employment

All Employees

Meals	\$87.00 Per Week \$4.15 Per Meal
Lodging	\$58.00 Per Week \$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 receiving the required minimum wage rates.

TARIFAS DE SALARIO MINIMO DE WISCONSIN

Efectivas el 24 de Julio de 2009

Tarifas Generales De Salario Minimo

Empleados que no son de Oportunidad:
\$7.25 Por Hora

Empleados de Oportunidad:
\$5.90 Por Hora

Tarifas De Salario Minimo Para Empleados Que Reciben Propinas

Empleados que no son de Oportunidad:
\$2.33 Por

Empleados de Oportunidad:
\$2.13 Por Hora

Nota: "Empleado de oportunidad" se refiere a un empleado que todavía no tiene 20 años de edad, el cual ha estado empleado con el empleador o patrono en particular durante 90 o menos días de calendario consecutivos a partir de la fecha en que comenzó su empleo.

Tarifas De Salario Minimo Para Empleados Agricolas

Adultos \$7.25 Por Hora

Menores \$7.25 Por Hora

Tarifas Minimas Para Caddies

9 Hoyos \$5.90

18 Hoyos \$10.50

Para mayor información póngase en contacto:

STATE OF WISCONSIN
DEPARTMENT OF WORKFORCE DEVELOPMENT
EQUAL RIGHTS DIVISION
LABOR STANDARDS BUREAU

201 E WASHINGTON AVE ROOM A300
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ASIGNACIONES MAXIMAS POR ALIMENTOS Y ALOJAMIENTO EN WISCONSIN

Efectivas el 24 de Julio de 2009

EMPLEO FUERA DE LA AGRICULTURA

	EMPLEADOS QUE NO SON DE OPORTUNIDAD	EMPLEADOS DE OPORTUNIDAD
Comidas	\$87.00 Por Semana \$4.15 Por Comida	\$70.80 Por Semana \$3.35 Por Comida
Alojamiento	\$58.00 Por Semana \$8.30 Por Día	\$47.20 Por Semana \$6.75 Por Día

EMPLEO AGRICOLA

Todos los Empleados

Comidas	\$87.00 Por Semana \$4.15 Por Comida
Alojamiento	\$58.00 Por Semana \$8.30 Por Día

EMPLEO DE CONSEJEROS DE CAMPAMENTO

Salario Semanal para Todos los Empleados

	Comida y Alojamiento	Comida Solamente	Sin Comida ni Alojamiento
Salario	\$210.00	\$265.00	\$350.00

Cuando un empleado acepta y recibe la comida o el alojamiento provisto por el empleador o patrono, está permitido que el empleador o patrono deduzca del cheque del trabajador hasta el monto correspondiente como se lo indica arriba. Las cantidades deducidas son usadas para determinar si el empleado está recibiendo las tarifas de salario mínimo requeridas.

NOTICE TO WISCONSIN WORKERS WITH DISABILITIES PAID AT SPECIAL MINIMUM WAGE

Wisconsin Minimum Wage, Hours of Work and Overtime Laws

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

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.

Worker Notification

The employer shall inform orally and in writing, each worker with a disability, and parent and/or guardian if appropriate, of the terms of the special minimum wage license under which the worker is employed.

Review Process, Complaints or Questions

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 to questions about the law, or for a complete copy of the law, contact:

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Notification Required When Employers Decide to Cease Providing a Health Care Benefit Plan

Pursuant to Section 109.075 Wisconsin Statutes, Wisconsin employers who plan to discontinue health care benefits to current employees, retirees and dependents of employees or retirees in some instances must provide the affected individuals with 60 days advanced notice of the cessation of benefits.

Q: Which current or former employers must comply with this requirement?

A: Employers who operates a business enterprise in Wisconsin that employs 50 or more persons in this state must provide advanced written notice of employer's intention to cease providing health care benefits to affected parties.

Q: Who is an affected individual entitled to notification?

A: Employees, any union representing employees of that business, retirees, and dependents of employees and retirees currently covered by the health care plan are entitled to receive 60 days advanced written notice that their benefits will cease.

Q: What would be the purpose of filing a complaint about not receiving advanced notification of a cessation of health care benefits?

A: A complainant who did not receive proper advanced notification may receive either the value of the insurance premium(s) for the period without notification or the actual value of medical expenses incurred during 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 notification, who 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 A300
PO BOX 8928
MADISON WI 53708

Telephone: (608) 266-6860
TTY: (608) 264-8752

819 N 6th ST
ROOM 723
MILWAUKEE WI 53203

Telephone: (414) 227-4384
TTY: (414) 227-4081

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.

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 or 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** after 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 A300
PO BOX 8928
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Notice to Employees About Applying for Wisconsin Unemployment Benefits

When to Apply

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

Important: Your claim does not begin until the week you apply. To avoid any loss of benefits, apply the first week you are unemployed.

Have This Information Ready

- Your social security number
- A personal identification number (PIN)
Your PIN is a 4-digit number you make up before you apply.
- Your Wisconsin driver's license number, if you have one
- The names of everyone for whom you worked in the past 18 months. For each employer you will also need a full address (including zip code), a telephone number, the reason you are no longer working there, and your first and last dates of work.
- **Your current address.** You need a valid mailing address to receive important documents about your claim. Make sure you have notified your post office of any recent changes to your address.

For a complete list of our telephone service numbers and more information about unemployment insurance, visit our web site:
<http://unemployment.wisconsin.gov>

How to Apply

Apply Online at
<http://unemployment.wisconsin.gov>

or

Apply by Telephone

Madison	608-232-0678
Milwaukee	414-438-7700
Toll-Free	1-800-822-5246

You can start your application during the hours listed below.

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

Deaf, hard-of-hearing, and speech-impaired callers may apply online using the Internet address shown above, or by calling our TTY toll free number **1-888-393-8914** when Claims Specialists are available. TTY callers must have a telephone typewriter device. Voice calls are not answered on this number.

Questions? Need Help?

Call a Claims Specialist:

Madison:	608-232-0824
Milwaukee:	414-438-7713
Toll-Free:	1-800-494-4944

Claims Specialists are available:

Monday-Friday 7:45 AM - 4:30 PM

State of Wisconsin - Department of Workforce Development - Unemployment Insurance Division

Notice to Employers: This notice must be posted permanently in each work place where all employees will easily see it (on bulletin boards, near time clocks, etc.) For additional copies call 608-267-8997.

Notice to Employees: The federal Social Security Act requires that you give us your social security number. It will be used to verify your identity and determine your eligibility. If you do not provide your social security number, we cannot take your claim.

Aviso a Empleados Sobre Reclamos de Beneficios por Desempleo en Wisconsin

¿Cuándo Aplicar?

- Cuando usted está totalmente desempleado
- Usted está parcialmente desempleado (sus sueldos semanales son reducidos) ó
- Usted anticipa ser descansado (laid off), dentro de las próximas 13 semanas y a usted le gustaría adelantar el comienzo de su año de beneficios.

Importante: Su reclamo no empieza hasta la semana que usted hace su solicitud. Para evitar cualquier pérdida de beneficios, aplique durante la primera semana en que usted queda desempleado.

Tenga esta información a la mano

- Su número de seguro social
- Su número de identificación personal (clave)
Su clave es el número de 4 dígitos que usted debe inventar antes de que usted aplique.
- Su número de licencia de conducir de Wisconsin, si tiene una.
- Una lista de todos los lugares para los cuales usted trabajó en los últimos 18 meses. Por cada empleador, debe saber la dirección completa (incluyendo el código postal), el número de teléfono, las fechas en que usted trabajó y el motivo por el cual ya no está trabajando para tal empleador.
- **Su dirección actual.** Usted necesita una dirección de correo válida para recibir documentos importantes sobre su reclamo. Asegúrese de que usted ha notificado a la oficina de correos de los cambios más recientes a su dirección.

Para una lista completa de nuestros números de servicio telefónico y más información acerca de los beneficios de desempleo, visite nuestra página en la red:
<http://unemployment.wisconsin.gov>

¿Cómo Aplicar?

Aplique en línea a:
<http://unemployment.wisconsin.gov>

o

Aplique por teléfono

Madison	608-232-0678
Milwaukee	414-438-7700
Número gratis	1-800-822-5246

Puede empezar su aplicación durante las horas listadas a continuación:

Domingos	9:00 AM - 5:00 PM
Lunes a Viernes	6:00 AM - 7:00 PM
Sábados	9:00 AM - 2:30 PM

Personas con dificultades al oír o hablar pueden aplicar en línea usando la dirección de internet que se muestra arriba, o llamando a nuestra línea de TTY 1-888-393-8914 de tarifa gratis, cuando Especialistas de Reclamos, estén disponibles. Las personas que llamen usando este sistema deben de tener una máquina de escribir telefónica con dispositivo TTY. Llamadas regulares o de personas que no necesitan este servicio no serán contestadas en este número.

¿Preguntas? ¿Necesita ayuda?

Llame a un especialista en reclamos.

Madison: 608-232-0824
Milwaukee: 414-438-7713
Número gratis: 1-800-494-4944

Especialistas en reclamos están disponibles:

Lunes a Viernes 7:45 AM - 4:30 PM

State of Wisconsin - Department of Workforce Development - Unemployment Insurance Division

Notice to Employers: This notice must be posted permanently in each work place where all employees will easily see it (on bulletin boards, near time clocks, etc.) For additional copies call 608-267-8997.

Aviso a los Empleadores: Este aviso tiene que ser exhibido permanentemente en un lugar donde pueda ser fácilmente visto por todos sus empleados (en tableros de anuncios, cerca de relojes registradores, etc.) Para copias adicionales llame al 608-267-8997.

Aviso a los Empleados: La Ley federal del Seguro Social requiere que usted nos dé su número de seguro social. Éste será usado para verificar su identidad y determinar su elegibilidad. Si usted no nos provee con su número de seguro social, no podremos tomar su reclamo.

Lus Qhia Cov Neeg Ua Haujlwm Txog Kev Thov Wisconsin Cov Nyiaj Poob Haujlwm

Thaumtwg Thiaj Thov Tau

- Koj poob koj txog haujlwm lawm
- Koj ua haujlwm xuas moos (hours) tsawg lawm (koj li nyiaj ntawm ib lub lispam (one week) twg tsawg lawm) lossis
- Yog koj paub hais thias koj yuav raug tawm haujlwm ntawm 13 lub lispam yav pem suab (13 weeks) koj hu tuaj thov ua ntej los tau.

Tseemceeb: Txog kev thov nyiaj no yuav tsi pib txog thaum lub lispam uas koj pib thov. Koj yuav tsum thov thawj lub lispam thaum koj poob haujlwm koj thiaj txais tau kev pab.

Yuav Tsum Muaj Txhij Cov Ntaub Ntawv Hauv Qab No

- Koj tus social security number
- Koj tus lej ntawv plhu (PIN)
Xaiv plaub tug lej (PIN) uas yog koj tug lej hom thawj ua ntej koj hu tuaj.
- Koj daim ntawv tsav tshab hauv Wisconsin, yog tias koj muaj
- Muab cov npe neeg uas koj tau ua haujlwm rau lawv 18 lub hlis dhau los. Ntawm cov tswv num no, koj yuav tsum tau lawv chaw nyob, xovtooj, vim li cas koj thiaj tsis ua haujlwm rau lawv lawm thiab thawj hnuv thiab hnuv xaus ua koj ua haujlwm rau lawv.
- **Koj lub chaw nyob.** Koj yuav tsum muaj lub chaw nyob uas cov ntaubntawv tseem ceeb hais txog nyiaj poob haujlwm xa kom tuaj txog rau koj. Yog hais tias koj tau pauv chaw nyob lawm koj yuav tsum qhia rau koj lub chaw xa ntawm ntawd paub txog koj lub chaw nyob tshiab.

Yog xav paub ntiv txog peb cov nawj npawb xovtooj thiab lwmyam kev pab txog povhwm kev poob haujlwm saib rau hauv peb lub web site ntawm:

<http://unemployment.wisconsin.gov>

Yuav Thov Licas

Thov Nyiaj Poob Haujlwm Online
<http://unemployment.wisconsin.gov>

lossis

Hu Xovtooj Thov

Madison 608-232-0678
Milwaukee 414-438-7700
Toll-Free (hu dawb) 1-800-822-5246

Hu tau tuaj raws li cov sijhawm hauv qab no.

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

Tug tib neeg lagntseg, hnov-lus-tsis-zoo, thiab tsis paub hais lus thov kev pab tau rau on-line los ntawm siv lub Internet chaw nyob saum toj no los yog hu tau rau tus TTY xovtooj hu dawb 1-888-393-8914 rau lub sijhawm muaj cov tib neeg leg ntaubntawv pab. TTY cov neeg uas hu yuav tsum muaj lub tshuab ntaus ntawv xovtooj. Yog hais lus yuav tsis teb hauv tus xovtooj no.

Muaj Lus Nug? Xav Tau Kev pab?

Hu rau cov tibneeg yuav pab tau koj.

Madison: 608-232-0824
Milwaukee: 414-438-7713
Toll-Free (hu dawb): 1-800-494-4944

Cov Neeg Pab Leg Ntaubntawv Khoom:

Monday-Friday 7:45 AM - 4:30 PM

State of Wisconsin - Department of Workforce Development - Unemployment Insurance Division

Notice to Employers: This notice must be posted permanently in each work place where all employees will easily see it (on bulletin boards, near time clocks, etc.) For additional copies call 608-267-8997.

Hais Rau Cov Tswv Num: Muab daim ntawv no mus tiv tas mus li rau tej chaw ncaj kev uas cov neeg ua haujlwm yuav pom yooj yim (tiv rau ntawm daim txiag tiv ntawv ceetoom, ntawm lub txoos teev tswj ua haujlwm, los yog tiv ncaj kev). Yog xav tau daim ntawv no ntiv hu rau 608-267-8997.

Lus Ceebtoom Rau Cov Tibneeg Ua Haujlwm: Txoj cai los ntawm Federal Social Security hais tias koj yuav tsum muab koj tus Social Security nawj npawb rau peb. Koj tus nawj npawb no yuav qhia hais tias yog koj tiag thiab yuav siv qhia seb koj puas yuav txais tau nyiaj poob haujlwm. Yog koj tsis muab koj tus Social Security nawj npawb thaum koj thov cov nyiaj no, peb yuav pab tsis tau koj.