

**PART 1**

***LABOR LAW CLINIC APPLICATION***

Wisconsin Department of Workforce Development  
Division of Unemployment Insurance  
P.O. Box 7905, Madison, WI 53707-7905

(608) 266-3100 or (608) 267-9796(Phone); 608/267-0593 (FAX)

yvonne.hagen@dwd.state.wi.us or Jennifer.jirschele@dwd.state.wi.us

**Submit at least 90 days in advance of the desired Clinic date.**

Preferred Clinic date (list one only)	20__
Preferred alternate date(s)	
City where Clinic is to be held	
Name of proposed PRINCIPAL co-sponsor exactly as it should be listed in all publicity	
Name(s) of any other co-sponsors exactly as they should be listed in all publicity	
Is this the first time the PRINCIPAL co-sponsor has co-sponsored a Labor Law Clinic with DWD? If yes, check here	
Co-sponsorship of Labor Law Clinics is limited to organizations that either are non-profit agencies or a government agency. Do you believe your organization so qualifies?	

**CONTACT INFORMATION**

<b>Local Co-Sponsor Contact:</b>	
Individual's name	
Mailing address (street or P.O. Box, city, state, Zip)	
Daytime telephone number (include area code)	
Fax number (if any) (include area code)	
E-mail address (if any)	

If you are co-sponsoring this Clinic with a local DWD office (Job Service, etc.), please have that office complete the following section or provide you with the information needed so you can fill it out and return to DWD.

<b>DWD Local Co-sponsorship Contact:</b>	
Name	
Division	
Inter-Departmental mail address	
Office telephone number (include area code)	
Office fax number (include area code)	
E-Mail address	

**Part 2**

**REQUESTED CLINIC TOPICS (From Attachment A)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Part 3**

List all counties you wish included at a minimum in the mailing announcing the Clinic and registration details (NOTE: DWD may add or delete counties at it's discretion)	
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Check in the space provided if the local principal co-sponsor has received and reviewed Attachment B and agrees with the contents. Otherwise, return Attachment B with this application and indicate in writing any proposed changes or alternative conditions	
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<b>I have read and agree to all the terms outlined in this application.</b>	
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Today's date	
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**Complete and return with part I, II, III and Attachment C and mail to: DWD Labor Law Clinic, Attn: Yvonne Hagen, P.O. Box 7905, Madison, WI 53707-7905 or fax to (608) 267-0593. (DWD staff may send via Inter-Department mail by addressing it to Yvonne Hagen, Room E 300, GEF 1.)**

# ***LABOR LAW CLINIC PRODUCTION INFORMATION***

**To be submitted along with Part I, II, and III**

Clinic City	
Clinic Date	

## **LOCATION INFORMATION**

Facility Name	
Name of room(s) assigned by the host facility for Clinic use  (If more than one room is being used because of Clinic concurrent sessions, list the main meeting room first and the "breakout" room second)	
Maximum people capacity of room in final Clinic seating configuration, without crowding.	
Street Address	
Facility Telephone Number (for room reservations)	
Any special directions to be included in advance publicity to help people find it? If so, list here.	
Has the host facility operator/manager confirmed that the facility is accessible to the physically handicapped?	
Has the host facility operator/manager confirmed that the meeting room is reserved for access for Clinic setup and packing at least <b>90</b> minutes in advance of the scheduled starting time and for at least <b>60</b> minutes after the scheduled ending time?	
Has the host facility operator been given a copy of the Labor Law Clinic facilities checklist (note: copy is included with this packet)?	
Has the host facility operator been notified of the scheduled times for breaks and meals?	

## REGISTRATION INFORMATION

Fee to be charged those registering for full-day or less Clinics (must be at least \$40 and not more than \$77)	
Last day (if any) to be listed for cancellations and refunds. ( <i>This date normally depends on the date you are required to guarantee a meal count to the host facility, or incur other expenses based on the reservation.</i> )	
Address to be used for reservations (List organizational and/or individual name or both, P.O. Box or street address, city, state, zip)  <b>DO NOT LIST A DWD ADDRESS FOR RESERVATIONS WITH PAYMENTS; SEE ATTACHMENT B FOR MORE INFORMATION</b>	
List fax number if fax reservations will be taken (include area code)	
For fax registrations only, circle the payment policy below on the left OR submit your own wording in the space to the right (choose one method only):	
"Mail payment or invoice instructions separately to the address shown above"	
To whom should registration payments be made?	
Telephone number for people to call to confirm registration was received (if written confirmation isn't otherwise planned by the local co-sponsor)	
Shall we include this notice: "No confirmations will be sent unless requested with your reservation"? (Indicate yes or no in the space to the right, or enter the information as you would like it to appear.)	
Special parking/parking permit arrangements if parking is restricted or if registrants must pay for their own parking? If so, list here.	
Do you anticipate any major road reconstruction on the Clinic date on key local routes to and from the Clinic? If yes, please provide special directions here.	
If a map is to be included in the clinic registration flyer, please submit it in a format that can be added to the flyer when you are asked for edits.	
Best entrance to use, if other than the main entrance, for people with physical handicaps.	

## OTHER INFORMATION

<p>A meal and two breaks with food items must be provided as well as continental breakfast items 30 minutes before the clinic kickoff. Please provide a variety of beverages and fresh fruit among other continental breakfast items to allow for folks who are diabetic.</p> <p>Please circle those break items which will be available during the on-site registration at least 30 minutes before the Clinic kickoff:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Regular coffee</td> <td style="width: 33%;">Juice</td> <td style="width: 33%;">Other? List here:</td> </tr> <tr> <td>Decaf coffee</td> <td>Soda</td> <td></td> </tr> <tr> <td>Hot tea</td> <td>Rolls</td> <td></td> </tr> </table>		Regular coffee	Juice	Other? List here:	Decaf coffee	Soda		Hot tea	Rolls	
Regular coffee	Juice	Other? List here:								
Decaf coffee	Soda									
Hot tea	Rolls									
Will the meal be provided in a separate room or area of the main meeting room?										
The local co-sponsor will provide on-site registration at least 30 minutes in advance of the Clinic starting time. Please check appropriate box so we have verification that you agree to this term.	<input type="checkbox"/> NO <span style="margin-left: 200px;"><input type="checkbox"/> YES</span>									
Is the local co-sponsor recognized to grant Continuing Education Units (CEU's)? IF NO, skip the rest of this block. If YES, please complete this block.  How many CEU hours will be granted?	<input type="checkbox"/> NO <span style="margin-left: 200px;"><input type="checkbox"/> YES</span>									
Number of additional copies of the Clinic registration flyer desired by the local co-sponsors, for local distribution (in addition to the DWD mailing)										
Today's date										
Name of person completing this form										

Other comments or questions? Please call or write them here.

### Complete and return to:

DWD Labor Law Clinic, Attn: Yvonne Hagen, P.O. Box 7905, Madison, WI 53707-7905 or fax to 608/267-0593. If DWD staff, you also may send via Inter-Departmental Mail to Yvonne Hagen in Room E300 GEF 1.

## Attachment A

# LABOR LAW CLINIC EDUCATIONAL OFFERINGS

(Updated 11/13/07)

The following educational topics are currently available for inclusion on the program at Labor Law Clinics produced by the Wisconsin Department of Workforce Development. Each Clinic will offer 2-4 of the following topics, as determined by the local co-sponsor. The presentations include handouts and last approximately 75 minutes each, unless otherwise indicated.

## **EQUAL RIGHTS – Fair Employment**

### **PREPARING FOR FAIR EMPLOYMENT HEARINGS**

Provides basic information about current Equal Rights Division hearing practices and procedures in contested cases, including settlements, notices of hearings and responses to notices, “discovery” (information exchange), subpoenas for witnesses and documents, and appeals.

### **AVOIDING ‘LOADED’ EMPLOYMENT APPLICATION AND INTERVIEW QUESTIONS**

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.

### **YOU BE THE EQUAL RIGHTS INVESTIGATOR**

Presents individual case summaries covering a variety of Wisconsin Fair Employment Law topics. Briefly explains the discrimination complaint process and then allows the audience to discuss cases as a group and decide how they would rule as an Equal Rights Investigator. Led by an experienced investigator.

### **FAIR EMPLOYMENT LAW BASICS**

Offers a straightforward look at the basics of the Wisconsin Fair Employment Law (WFEL). Introduces the audience to Wisconsin’s law prohibiting discrimination in employment and serves as a foundation for further discussion. Also addresses topics such as prohibited actions by employers, groups protected under the law, employing individuals with disabilities, on-the-job harassment, dealing with a WFEL complaint, and other concerns which the audience may raise.

### **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.

## **EQUAL RIGHTS - Labor Standards**

### **HOW TO CONDUCT A LABOR STANDARDS SELF-AUDIT**

Explains how employers can conduct a “self-audit” to assess their current compliance with various labor standards laws. Provides information about the Labor Standards Bureau’s wage claims process and audits, including potential penalties that can be assessed against employers. Also covers topics such as an explanation of time and payroll record-keeping requirements of state law and suggestions as to how employers should document their fringe benefits, work rules, and disciplinary action policies.

### **AN OVERVIEW OF WISCONSIN’S LABOR STANDARDS LAW**

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.

## **UNEMPLOYMENT INSURANCE**

### **YOU BE THE UI JUDGE**

Reviews summaries typical of actual, contested UI cases, allowing the audience members to decide how they would rule if they were the Administrative Law Judge. Covers issues such as discharges, quits, suspensions due to physical restrictions, and other miscellaneous specialty areas. Cases prepared and session led by an experienced UI Administrative Law Judge.

### **DECIDING WHO IS ELIGIBLE FOR UI 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.

### **DECIDING WHO IS ELIGIBLE FOR UI BENEFITS (EXPANDED VERSION)**

Starts with a brief overview of monetary eligibility and a discussion of ‘able to work,’ ‘available for work,’ and discharge issues. Then moves on to issues involving quits, offers of work, work available, and various others as time permits. (Requires two consecutive 75-minute time periods.)

### **DEFINING MISCONDUCT UNDER WISCONSIN'S UI 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.

### **DEFINING MISCONDUCT UNDER WISCONSIN'S UI LAW (EXPANDED SESSION)**

Covers the same material as the shorter presentation described above, but also includes a second session which looks at various cases illustrating different types of misconduct—and what some mistakenly perceive as misconduct. (Requires two consecutive 75-minute time periods.)

### **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.

## **WORKER'S COMPENSATION**

### **PREPARING FOR WORKER'S COMPENSATION HEARINGS**

Provides practical advice on receiving employee accident reports, communicating with insurance carriers, and investigating reports of work injuries. Discusses the benefits to the employer of timely reporting and investigation. Also explains the employer's role at a hearing, including steps to follow when preparing and presenting testimony by the representatives of the employer.

### **UNDERSTANDING THE PRINCIPLES OF THE 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.

## **WORKFORCE SOLUTIONS TOPIC – FRIDAY FUNDAMENTAL ONLY**

### **EMPLOYER'S GUIDE TO CHILD SUPPORT**

Provides an overview of the Wisconsin Child Support Program and support payment processing. Explains employer responsibilities for reporting new hires and withholding support from employee's income, as well as medical support issues such as enrolling children in court-ordered medical support. Also identifies resources and contacts for employers and offers an opportunity for the audience to ask questions.

## **Attachment B**

# **MEMORANDUM OF UNDERSTANDING**

## **GENERAL INFORMATION**

Labor Law Clinics are designed for the purpose of providing local co-sponsors with a quality seminar program for a large audience with a minimum of local effort.

Local co-sponsors are asked, among other tasks, to propose a date for the Clinic, select a Clinic site, choose up to four topics from a "menu" of choices, identify any particular DWD speakers they would like invited to appear, set the registration fee (with the approval of DWD), and request who in the community or area will be contacted in the advance mailing, i.e., the selection of the counties to which the mailing will be sent.

Because each presentation topic is the same time length, Clinic speakers can, and sometimes do, arrive just before, and leave just after, their presentations.

Divisions of the Department that are asked to provide speakers do so because they have a reasonable assurance that there will be approximately 100 people in the audience, and they evaluate their continued participation in Clinics, in part, on the ability of Clinics to generate that level of attendance. Accordingly, depending on the city or the area of the State in which the clinic is to be produced, minimum attendance levels may be imposed by the Department. If the minimum number of registrations is not realized, the Department, at its discretion, may cancel the clinic.

Because the Department promotes attendance at Labor Law Clinics statewide, it is unable to make major changes in the Clinic format for a particular area. Clinic publicity states that Clinics will be similar in design from area to area. Local co-sponsors needing a program different than a Labor Law Clinic should consider developing and producing their own program.

## **APPLICATIONS**

Applications are accepted by the Department for clinics in a particular community on a first-come, first-served basis, when considering the requested date and city. Clinics must be requested at least 90 days in advance of the desired event date.

Each Workforce Development Area ([http://dwd.wisconsin.gov/dwdwia/PDF/wda\\_map.pdf](http://dwd.wisconsin.gov/dwdwia/PDF/wda_map.pdf)) in the state of Wisconsin will hold a Clinic once per year, except for Area 2 (Milwaukee), which will hold a Clinic twice per year. Each Area has been assigned a month to hold the Clinic, which is listed below. The location of the Clinic in each Workforce Development Area will be determined by the order in which applications are received and by an analysis done by DWD looking at a variety of factors that could impact Clinic attendance. Past co-sponsorship of one or more Clinics does not give that co-sponsor any priority over other applicants for future Clinics.

**The annual Clinic schedule by Workforce Development Area is:**

January – Area 1  
February – Area 3  
March – Area 10  
April – Area 8  
May – Area 2, North  
June – Area 7  
July – Area 6  
August – Area 9  
September – Area 5  
October – Area 4  
November – Area 11  
December - Area 2, South

Once a local co-sponsor submits an application for a Clinic, and if there is no other application previously submitted for that same time period and city, the local co-sponsor has priority for a Clinic in that city on that date. This "date hold" does not mean a Clinic is confirmed for that date, but only that it has first preference for the date in the event the clinic application is approved by the Department, as further explained below.

**APPROVAL/CONFIRMATION OF CLINICS**

Clinics are not confirmed until the Department can confirm speakers on the date requested for each of the topics chosen by the local co-sponsor(s) with the appropriate Divisions of the Department. This normally takes 2-3 weeks after the Clinic application is received, and sometimes longer.

If a Clinic is not possible on the date(s) requested due to unavailability of speakers, the applicant will have an opportunity to suggest other dates, or other topics on that date.

The Department shall determine the order of the agenda for the clinic.

In selecting a location/facility for a Clinic (the selection being subject to the approval of the Department), the local co-sponsor should be aware that the Department restricts the number of reservations that can be accepted by the local co-sponsor(s) to 120 persons in all, with the expectation that a maximum of about 100 - 110 actually will attend. (DWD staff who are involved in the production of a Clinic do not register for Clinics and thus do not count against these maximums.)

If the facility advises the local co-sponsor that it requires a minimum number of persons to attend to qualify the Clinic for a free meeting room, the facility must be informed that the Department imposes a 110-person limit that cannot be waived. If the facility is not willing to waive its requirement, the co-sponsor must either budget for the additional room cost or select another facility. If there is no other facility in the area that can accommodate 110 persons on the desired date, contact Egon Breckner at (608) 267-9796 or Yvonne Hagen at (608) 266-3100.

The normal "no show" rate for Clinics is 10 per cent. Local co-sponsors therefore may wish to reduce the meal count and other advance purchases accordingly.

The production of Clinics must be at the highest and best level of professionalism and quality in all respects. In this regard, the Department reserves the right to approve or disapprove a facility proposed for a Clinic site, or any other aspect(s) of a co-sponsor's

proposed clinic features (including the requirement for pre-clinic and break refreshments, and lunch), format, or dynamics. Therefore, prior to making any binding agreements with a facility for a clinic, Clinic applicants should secure Department approval of the facility as a site for a Clinic. The Department may, at its discretion, choose to conduct an on-site inspection of a facility proposed to be used for a clinic for purposes of determining suitability of the facility for a clinic.

## **MINIMUM FACILITY REQUIREMENTS**

The production of Clinics must be at the highest and best level of professionalism and quality in all respects. At the top of the list of items that must meet this requirement is the facility to be used for the clinic.

A facility must be easily accessible using well traveled highways. It should have convenient, paved parking. It must be handicapped accessible. If the facility allows smoking inside it, it should provide a smoking area sufficiently segregated as to not allow smoke to be encountered by non-smoking clinic attendees.

A facility should have significant conference or meeting capacity, i.e., a room, or rooms, customarily used for large meeting, conference, or social events. The room used for the clinic should have a public address system available to be used in the production of the clinic.

There should be ample restroom facilities a short distance from the presentation room. Particularly in the fall, winter, and spring, there should be a coat rack available either in the presentation room or immediately outside it.

The facility should have the capability of providing the food and at least 3 beverage options required for the clinic, which includes continental-type breakfast items as well as items for persons with diabetic concerns beginning at 7:45 a.m., mid-morning break refreshments, lunch, and afternoon break refreshments. If the facility cannot provide this service, another facility that can provide it should be sought. If such a facility isn't available, the facility chosen must be able to accommodate catered food and beverages. The arrival, mid-morning, and afternoon refreshments may be located either in the presentation room or immediately outside it. Lunch should be served in an area separate from the presentation room. If such an area isn't available and the attendees must "picnic" by collecting their food from a buffet and returning to the presentation room to eat, arrangements must be made to have the tables cleared and refreshed prior to resumption of the afternoon clinic presentations.

The facility should have room for two eight-foot-long registration tables placed end-to-end immediately outside the presentation room.

The presentation room should be arranged in a classroom configuration. Either six-foot long or eight-foot long tables may be used. Six-foot tables may have a maximum of two chairs per table. Eight-foot tables may have a maximum of three chairs per table. There must be ample room to walk between the tables without having to have persons seated move. There must be ample room to walk around the entire periphery of the room. There must be a center aisle having ample room for walking.

The first row of tables in the front of the room must be at least 15 feet from the front wall, thus allowing room for a projector table, lectern, projection screen, etc.

As a general rule, the space needed for all functions of a labor law clinic is 25 to 30 square feet per seat. The amount of seating should exceed the number of registrations by 15%.

## **REIMBURSEMENT TO DWD**

The Department only produces Clinics in cooperation with local co-sponsors where the local co-sponsor(s) agrees to reimburse DWD-Unemployment Insurance for part of its production costs. The reimbursement shall be \$27 for each paid registration for each clinic. **Reimbursement to DWD-Unemployment Insurance-LLC shall be made within 45 days after the Clinic has been held.** An accounting of the reimbursement to the Department shall accompany the payment and shall be made on the form entitled **INVOICE/Labor Law Clinic** contained in this Clinic application packet. **In the near future**, the Department will send an invoice for payment.

Local co-sponsors may deduct from its reimbursement its actual cost of any meals provided to Clinic speakers/Clinic staff from the Department. Any other DWD staff attending a Clinic should not be required to pay a registration fee to attend, but should be billed directly for meal and break costs.

## **APPROVAL OF CLINIC ANNOUNCEMENT/FLYER**

The Department will furnish an electronic or FAX draft copy of the Clinic announcement/registration flyer to the local principal co-sponsor and will ask for review and approval of the content. With its approval, the principal local co-sponsor agrees to accept joint liability with the Department for any errors in the draft which are not marked for correction by the local principal co-sponsor and which are repeated in the final version of the flyer.

Co-sponsors are expected to **review the clinic announcement immediately and respond to the Department within two working days from the date the announcement is sent by the Department.** If a response is not received within that time period, the Department will consider that the co-sponsor approves the announcement in the form it was sent to it.

## **BOOSTER MAILINGS**

The Department normally achieves a .0075 - 1.5 per cent response rate to Clinic flyer mailings (meaning the number of persons who sign up for a Clinic as a percentage of the number of employers included in the mailing). If response to the first mailing appears likely to be below 1.5 per cent and if the principal local co-sponsor requests a second mailing at least three weeks in advance of the Clinic date, at its sole discretion, the Department may, at its expense, consider a second mailing to promote a Clinic. The Department may, of its own volition, choose to do a second mailing at its own expense.

## **CO-SPONSOR CANCELLED CLINICS**

If a local co-sponsor cancels a Clinic for reasons within its control after the Division of Unemployment Insurance has mailed the registration materials, the local co-sponsor shall reimburse the Division for postage and production costs of the first mailing and the postage and production costs of the separate mailing announcing the cancellation.

## **HANDLING RESERVATIONS (LOCAL CO-SPONSOR STAFF INFORMATION)**

Since large sums of money are usually involved with only limited financial controls and tracking procedures in place, the Department continues to be concerned about local DWD offices (usually Job Service offices) accepting reservations with accompanying payment for Clinics. The concern is the same whether the payments are cash, checks, or money orders, even if made out to another organization.

For Job Service offices, this concern has resulted in a written Department policy indicating that Job Service offices should not accept Labor Law Clinic reservations with payments nor act as the official or unofficial treasurer of Job Service Employer Committee checking accounts. Accordingly, Job Service offices and/or staff addresses may not be used for accepting Clinic reservations. Some alternatives a local DWD office involved in Clinic production may wish to consider:

1. Have the local non-DWD co-sponsor use its office address, or if there is no office, the address of one of its members, for these reservations.
2. Have that same location be the point of contact for any phone calls from individuals wishing to confirm that their reservation and/or payment has been received and accepted.

If this additional duty is not satisfactory to the local co-sponsor, a Job Service office may serve in an information-providing capacity. Among the ways to do that are:

- a. Check with the local co-sponsor on a case-by-case basis, as inquiries come in. Usually, the number of such inquiries is fairly small. This may require taking the caller's name and telephone number, and calling them back with the information they requested.
- b. Ask the local co-sponsor to fax or mail to the local DWD office copies of reservations that they have received, or where e-mail is an option, to transmit names as registrations arrive.

If your office has any special problems it can not resolve itself as a result of this policy, please contact:

Egon Breckner  
DWD - Division of Administrative Services  
P.O. Box 7946  
Madison, WI 53707-7946  
(608) 267-9796 Phone

Egon.Breckner@dwd.state.wi.us

Yvonne Hagen  
Division of Unemployment Insurance  
P.O. Box 7905  
Madison, WI 53707-7905  
(608) 266-3100 Phone  
(608) 267-0593 FAX  
yvonne.hagen@dwd.state.wi.us

## **COORDINATION WITH LOCAL DWD OFFICE**

In order to provide Clinic attendees with information on Department resources available to them, if a local co-sponsor is not an entity of the Department, it shall establish contact with the Department employment and training entity in the co-sponsor's geographic area for that purpose. The Department's local entity (Job Center, Job Service, etc.) shall be afforded the opportunity to distribute information and/or to make abbreviated oral presentations to Clinic attendees. These activities shall be brief and shall not infringe on the intent and purpose of the Clinic, which is to instruct attendees in the labor laws administered by the Department.

## **SPECIFIC ADDITIONAL LOCAL CO-SPONSOR RESPONSIBILITIES**

In submitting its application for a Clinic, the local co-sponsor agrees to:

1. Select a facility acceptable to the Department that is accessible by the physically handicapped, that can accommodate up to 140 persons and, where possible, has a separate seating area for meals.
  - a. The co-sponsor must ensure that the facility has a diagram of how the seating is to be configured. The diagram is included with this packet of information. The co-sponsor should meet with the facility coordinator of the clinic event and make sure the coordinator understands exactly what the seating configuration needs to be. Seating should be provided for 115% of the number of registrations received up to the day before the clinic. Seating should be comfortable and roomy with no more than three chairs per 8-foot-long table and two chairs per 6-foot-long table. Seating should be configured so that there is walking room around the entire periphery of the room. The co-sponsor shall verify to the Department that this has been accomplished.
  - b. Before committing to holding a clinic at a facility, the co-sponsor must determine if there are other, high-energy, noisy meetings or activities occurring in rooms adjacent to or across the hall from the clinic. If there is/are, it must be determined, to the extent possible, if the activity(s) will create a significant distraction to the clinic which would make it difficult for the clinic registrants to hear, understand, and appreciate the presentations of the clinic. If it is apparent that there would be a problem in this area, efforts should be made to move the clinic to another, quieter room. If none is available, a different facility should be sought.
  - c. The co-sponsor must discuss and establish with the facility coordinator for the clinic the capability of having the clinic room temperature adjusted when needed.
  - d. The co-sponsor must establish with the facility the exact time lunch is to be served. This is a very critical detail to establish since there are often more than 100 persons eating lunch and there is only 45 minutes to one hour in which to accomplish this.
  - e. Unless unfeasible due to room, equipment, personnel, or other unmanageable constraints, a buffet lunch should be provided as opposed to a sit-down lunch. Economic or financial considerations are not considered unmanageable.
2. Act as treasurer for the event, using the checking account of an established organization.
3. Set a registration fee of at least \$40 and not more than \$77.
4. Handle all reservations and refunds.
5. Accept reservations from other than its own membership on a first-come, first-served basis, regardless of geographic location or organizational affiliation.
6. Limit paid reservations for the clinic to 125.

7. Staff the registration table at the Clinic site for at least one half-hour before, and one half-hour after, the official Clinic starting time and distribute Department handout materials to each registrant.
8. Make all arrangements for lunch and breaks, including selection of food and beverages to be offered; ensure at least two types of beverages for the time period beginning at least 15 minutes prior to the time registration begins (usually 7:45 A.M.) and at both the morning and afternoon breaks, and insure that break refreshments and meal(s) are ready to be served at the times indicated on the agenda. A noon meal must be provided unless circumstances are such that serving a meal would be impossible for reasons beyond the co-sponsor's control. Soda should be offered as a beverage at the noon meal and at the morning and afternoon breaks. It is expected that, if a location or a facility selected by the co-sponsor for the clinic does not or cannot provide a noon meal, an alternate site that can provide a noon meal will be sought.
9. Pay all facility room rental, food and beverage, and related charges.
10. At its option, supply copies of any Clinic handouts to those registered who do not attend and who subsequently request all printed materials from the Clinic.
11. Not use the term "Labor Law Clinic" to describe any other programming that it produces, sponsors, or co-sponsors.

### **SPECIFIC ADDITIONAL DWD RESPONSIBILITIES**

Once a Clinic is confirmed, the Department agrees to:

1. Assign speakers for each of the topic areas requested and confirmed.
2. Pay the transportation, lodging and "en route" meal expenses of the speakers and Clinic Coordinator. ("En route" meals are meals other than those provided at the Clinic itself.)
3. After determining the topic order and other details, design, produce, print and mail, at its cost, Clinic announcement/registration flyers.
4. Upon request, print and provide to the local co-sponsor(s) at the Department's cost, up to 250 copies of the registration flyers for whatever supplemental promotion the local co-sponsor(s) desire(s) to undertake on its (their) own.
5. Provide the Clinic Coordinator who will serve as master of ceremonies and who will be responsible for starting and ending the Clinic on time and for Clinic operations throughout the day.
6. Provide the printed agenda and related handouts to those registered who attend.

***Direct any questions about this Memorandum of Understanding or Labor Law Clinic sponsorship to Yvonne Hagen or Egon Breckner at the above-mentioned addresses/phone numbers.***

## Attachment C

### ORGANIZATIONAL INFORMATION

Complete and submit this form with your application for a Labor Law Clinic.

Please answer each of the following questions:

Employer Identification Number issued to the PRINCIPAL co-sponsor by the IRS	
Does the organization have a checking account used solely for organizational business?	
Is the organization established and does it operate as a non-profit organization?	
Is it registered with the Secretary of State?	
Name, mailing address and telephone number of the organization's current president	
Name, mailing address and telephone number of the organization's current treasurer	
Name of person completing this form	

# IDEAS FOR YOUR LABOR LAW CLINIC

Here are some additional ideas to consider when planning your Labor Law Clinic, based on suggestions from planners of other Clinic:

## ● OFFER A DISCOUNT COUPON

Include a discount coupon in the registration packet that people receive when they arrive, with the coupon good for a certain amount (\$5? Another figure?) off the fee for the next Clinic sponsored by the same organization. Have them send the coupon in with their next registration.

## ● PROVIDE AN ATTENDANCE LIST

Include as a handout to those attending a list of names, company affiliations, and cities of those who sign up to attend the Clinic. People tell us they like to know who else is at a Clinic, have a list handy to help "refresh" their memories of names of those they see at the Clinic, etc.

## ● PROMOTE CAR POOLING

Consider asking DWD to add a box to the registration form that people can check if they are coming from out of town and would like to either (a) arrange to ride with someone else from their area, or (b) carry passengers. Then match names and contact them by phone or letter so they can make final arrangements themselves.

## ● TAKE RESERVATIONS BY FAX

Consider asking DWD to include a fax number that people can use to make their reservations, with instructions that they mail payment or a purchase order separately to arrive by a date you set.

## ● LET PEOPLE KNOW IF YOU ALLOW SUBSTITUTES DURING THE DAY

Consider asking DWD to include information in the registration flyer if you allow companies to send different people to different parts of the program, as long as one person leaves when one arrives and only one meal is eaten.

### **Labor Law Clinic Office**

Wisconsin Department of Workforce Development  
Unemployment Insurance Division  
201 E. Washington Ave, E300  
Madison, WI 53707-7905

# INVOICE/Labor Law Clinic

Location of clinic (city) \_\_\_\_\_ Date of clinic \_\_\_\_\_

This is your invoice for the Labor Law Clinic you co-sponsored. Please complete and submit it with your payment to the Division of Unemployment Insurance-LLC within 45 days after the Clinic date, or the previously agreed-upon submission date if different.

1.	No. of registrations received and not refunded (include no shows; exclude DWD staff). (Enter answer to right)	
2.	Multiply line 1 by \$27 and enter the result to the right	
3.	<b>Deductions (optional)</b>  List below any deductions and amounts for <b>meals</b> (your <b>actual costs</b> only) of the DWD Labor Law Clinic speakers and DWD-provided Master of Ceremonies, and any other expenses (with amounts) <b>mutually-agreed upon in advance</b> (if any). Do NOT include meals of others, such as DWD local office staff; bill those directly to the individuals involved or to the local office, as confirmed in advance with the local office manager. List total of all deductions (only) in column on the right.	
4.	Subtract line 3 from line 2 and enter result to right	

Attach check made out to **Division of Unemployment Insurance-LLC** in the amount shown in line 4 to this report and mail to: Yvonne Hagen, DWD – UI Division, P.O. Box 7905, Madison, WI 53707.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# ***LABOR LAW CLINIC FACILITIES CHECKLIST***

Please furnish a copy of this checklist to the host facility operator as far in advance of the actual Clinic date as seems reasonable.

## **MINIMUM REQUIREMENTS**

Meeting room open from at least 90 minutes before the scheduled starting time to at least 60 minutes after the scheduled ending time	
Able to comfortably seat 125 people with a 15% additional seating capacity, if necessary, with a minimum of 6" between chairs, no one seated at a break between tables, and sufficient space between rows to allow movement behind chairs and in front of next table when seats are filled	
CLASSROOM seating (tables with chairs all facing speaker) IF in other than a theater, and a seating pattern that places the greatest number of people the closest to the speaker ("horizontal," not "vertical," arrangement)	
No. of seats in meeting room should be 15% larger than actual total registrations (to allow the seating of those reserving at the door and Clinic speakers),	
Working microphone system (one microphone only needed) which allows speakers to be clearly heard from any point in the room	
Lectern (table top or floor model)	
Extra tables, at least one 12' total length, for literature display (literature to be provided by DWD) and one 8' length for speakers seating.	
Non-smoking policy in Clinic and meal room. No ash trays out in meeting or meal room	
Napkins, creamer/cream, sugar and sugar substitute, and stirrers or spoons at break table	
Registration table for 2 people, preferably outside the meeting room	
Wastebasket available at registration table for name-tag discards	
No construction, remodeling or major maintenance in immediate area of the meeting during the meeting	
Adequate sound insulation between the meeting room used for this event and any adjacent meeting rooms, if to be used by others while the Clinic is underway	
Adequate parking adjacent to building, including handicapped parking	
Handicapped access to meeting location	
Meal and break setups ready at scheduled break times (note: these detailed times are available at least 4 weeks in advance of the Clinic date)	
For table service meals, please have the salad and bread (if these items have been ordered) already on the table when people arrive. Begin serving the main course as people BEGIN sitting (once aisles are free) and without waiting for people to finish their salads (some people will arrive 5-10 minutes late for lunch and, because of tight schedules, we can't wait for them). Begin serving dessert (if any) as soon as the main course and beverages have been served. Hold off clearing tables once the luncheon speaker begins (if a speaker is scheduled in the same meal area/room)	

## DESIRABLE FEATURES

Free parking	
Conference/meeting room setting, rather than a theater	
Meal location in different room or area (Note: meal period must be lengthened by 15 minutes if meal is to be consumed at the meeting room tables and more than 50 people are being served)	
Light above or on speaker (regular ceiling or floor light)	
Ice water and glasses on all tables	
Paper and pencil at each table	
Continental-breakfast-type items beginning at 8:00 AM (coffee, tea, rolls, bagels, juice); tea and soda available for ALL breaks	
Cloth covering for tables in meeting room where people will be seated	
Cleanup of meeting room during lunch break	
Check of door hinges, and oil or lubricate to insure quiet operation	
Handout prepared by local co-sponsor of the names and affiliations of all registrants, with sufficient copies for every registrant to have one	
Pay telephone (one or more) available in the building	

# ***LABOR LAW CLINIC FEE CALCULATION WORKSHEET***

Use this worksheet to help you decide with confidence what fee should be charged for your Clinic. **THIS IS EXCLUSIVELY FOR YOUR OWN USE; DO NOT RETURN IT TO US.**

<b>Line</b>		
1.	Anticipated MINIMUM number of paid registrations (Use EITHER 1.2% of the advance mailing count or 75, unless a different percentage or count is more appropriate. Contact Mike McCoy to obtain the mailing count figure or otherwise if you wish to verify your estimate.)	
2.	Enter to right the number from Line 1 OR the number 110, whichever is <b>smaller</b> .	
3.	Multiple Line 2 by 12% and enter result to right	
4.	Subtract Line 3 from Line 2	
5.	Number of Clinic "staff" meals to be eaten Estimate 4 for each Clinic) unless you have other information from DWD	
6.	Add Line 4 and Line 5 and enter to right	
<b>LINE 6 IS YOUR MEAL COUNT GUARANTEE FOR THE HOTEL/RESTAURANT. IT INCLUDES A 10% DEDUCTION FOR "NO SHOWS" AND A 2% DEDUCTION FOR NON-EATERS.</b>		
7.	Percent of additional meals allowed by hotel/restaurant above the guarantee count (usually 5% or 10%)	%
8.	Maximum number of extra meals allowed (multiply Line 7 by Line 6) and enter to right	
9.	Maximum total number of meals hotel or facility agrees to serve (add Line 6 and Line 8)	
<b>DO NOT TAKE RESERVATIONS ABOVE THE NUMBER IN LINE 9 ONCE THE FACILITY MEAL COUNT DEADLINE PASSES. OR ACCEPT LATE REGISTRATIONS ONLY AFTER ADVISING LATE REGISTRANTS THEY MAY NOT GET A MEAL.</b>		
10.	"Base" price of each meal (what the hotel/restaurant will charge you before adding sales tax or service charges)	\$
11.	Enter sales tax percentage here (usually 5 or 5.5%)	%
12.	Multiply Line 11 by Line 10	\$

13.	Add percentage to be used for food service tip	%
14.	Multiply Line 13 by Line 12	\$
15.	Add Lines 12 and 14	\$
16.	Estimated total meals cost (multiply Line 15 by Line 6 and enter total to right)	\$
17.	Number of scheduled non-meal breaks (usually 3 each day, including arrival registration time)	
18.	Maximum desired cost per person per break (usually \$3 or less)	\$
19.	Multiply Line 17 by Line 18 and enter total to right	\$
20.	Multiply Line 19 by Line 6 and enter total to right	\$
<b>LINE 20 IS YOUR MAXIMUM BREAK BUDGET</b>		
21.	Cost of Local Co-sponsor supplies (optional name tags, optional portfolios, optional pencils, etc.)	\$
22.	Enter room rent or other facility charges or \$0 if none	\$
23.	Enter any special equipment rental charges or \$0 if none	\$
24.	Multiply Line 1 by \$10 for a one-day Clinic of 3 or more topics	\$
25.	Multiply Line 5 by Line 15 and enter to right	\$
26.	Subtract Line 25 from Line 24 and enter result to right	\$
<b>LINE 26 IS THE ESTIMATED AMOUNT YOU WILL BE EXPECTED TO PAY TO DWD AFTER THE CLINIC. THE PRECISE AMOUNT OF THE REIMBURSEMENT WILL BE BASED ON ACTUAL ATTENDANCE. THIS REIMBURSEMENT MAY BE REDUCED OR WAIVED BY DWD WHERE ACTUAL ATTENDANCE DOES NOT MEET DWD STANDARDS.</b>		
27.	List any other anticipated expenses (if any) here, and enter total at right	\$

28.	Add Lines 16, 20, 21, 22, 23, 26 and 27 and enter total at right	\$
29.	Divide Line 28 by Line 6 and enter result to right	\$
<b>LINE 29 IS YOUR ESTIMATED 'BREAKEVEN' COST PER ATTENDEE</b>		
30.	Amount of total Clinic surplus desired/needed	\$
31.	Line 30 divided by Line 6	\$
32.	Add Line 29 and Line 31 and enter total to right	\$
33.	Enter amount in Line 32 or \$15, which is GREATER	\$
34.	Enter amount in Line 33 or \$50, which is SMALLER	\$
35.	Round off Line 34 to the (nearest or next highest) full dollar and enter to right	\$
<b>LINE 35 IS YOUR CLINIC PER-PERSON REGISTRATION FEE. ADJUST FURTHER AS NECESSARY, SUCH AS WHEN DETERMINING A TWO-DAY REGISTRATION FEE.</b>		

**Keep this worksheet for your records. Do NOT submit it to DWD.**