

# LABOR LAW CLINIC APPLICATION

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

Labor Law Clinic Director  
 laborlawclinic@dwd.wisconsin.gov  
 (608) 267-7259

**Submit application at least 90 days in advance of desired clinic date.**

## **PART 1**

Preferred clinic date (list one date only)	
Preferred alternate date(s)	
Clinic start time (if other than 8:30 a.m.)	
Clinic end time (if other than 3:30 p.m.)	
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	
If this is the first time the PRINCIPAL has co-sponsored a Labor Law Clinic with DWD, check here <input type="checkbox"/>	
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 qualifies?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## **CONTACT INFORMATION**

<b>Local Co-Sponsor Contact</b>	
Individual Name	
Mailing Address (Street or P.O. Box, City, State, Zip)	
Daytime Telephone Number (include Area Code)	(     )     -
Fax Number (if any) (include Area Code)	(     )     -
Email Address	

If you are co-sponsoring this Clinic with a local DWD office (Job Service, etc.), please complete the following.

DWD Local Co-Sponsorship Contact	
Name	
Division	
Mailing Address (Street or P.O. Box, City, State, Zip)	
Office Telephone Number (include area code)	(     )     -
Office Fax Number (include area code)	(     )     -
Email Address	

## **PART 2**

### **REQUESTED CLINIC TOPICS – Select Four (4) Topics**

(See Attachment A for topic descriptions)

- Protected Leave Laws in Wisconsin
- Demystifying Arrest and Conviction Record Protections under the Wisconsin Fair Employment Law
- Preparing for Fair Employment Hearings
- Avoiding “Loaded” Employment Application and Interview Questions that May Discriminate
- Workplace Harassment
- Fair Employment Law Basics
- Wisconsin’s Wage & Hour Laws: Basics & Beyond
- Enhancing Diversity in the Workplace: Facts, Strategies and Resources
- Understanding the Principles of the Worker’s Compensation Law
- You Be the Unemployment Insurance Judge
- Deciding Who Is Eligible for Unemployment Insurance Benefits
- Defining "Misconduct" and "Substantial Fault" under Wisconsin Unemployment Insurance Law
- Preparing for Unemployment Insurance Hearings
- Worker Misclassification
- Job Service Resources: Connecting Employers with Job Seekers, Wisconsin Fast Forward
- State and Federal Migrant and Seasonal Agricultural Worker Laws and Protections Overview
- Employer's Guide to Child Support

## **PART 3**

List <u>all</u> counties you wish included in the mailing announcing the clinic and registration details (NOTE: DWD may add or delete counties at its discretion)	
Check in the space provided if the local principal co-sponsor has received and reviewed Attachment B, Memorandum of Understanding, and agrees with the contents. Otherwise, return Attachment B with this application and indicate in writing any proposed changes or alternative conditions	<input type="checkbox"/>

## **PART 4**

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

Clinic City	
Clinic Date	

#### **LOCATION INFORMATION**

Facility Name	
Name of room(s) assigned by the host facility for clinic use	
Maximum seating capacity of room in clinic seating configuration	
Street Address	
Facility Telephone Number for room reservations (include area code)	(     )     -
Any special directions to be included in advance publicity to assist with clinic location? If so, list here.	
Has the host facility operator/manager confirmed that the facility is accessible for people with physical disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the host facility operator/manager confirmed that the meeting room is reserved for clinic set-up 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the host facility operator/manager been notified of the scheduled times for breaks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the host facility operator/manager been given a copy of the Labor Law Clinic Facility Checklist (Attachment C) included in this packet and is aware of all facility, break refreshments, lunch and room requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## REGISTRATION INFORMATION

<p>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></p>	
<p>Address to be used for reservations (List organization and/or individual name or both, P.O. Box or Street Address, City, State, Zip)</p> <p><b>DO NOT LIST A DWD ADDRESS FOR RESERVATIONS WITH PAYMENTS; SEE ATTACHMENT B FOR MORE INFORMATION</b></p>	
<p>List fax number if fax reservations will be taken (include area code)</p>	<p>(      )      -</p>
<p>For Payments - Standard language on the Registration Flyer is:</p> <p>"TO REGISTER: Mail this form together with payment to <i>(co-sponsor name and address)</i> <u>OR</u> fax to <i>(co-sponsor name)</i> at (xxx) xxx-xxxx. (Note: To ensure your registration is accepted, please send payment immediately)"</p> <p><b><i>(Indicate Yes or No. If No, enter the information as you would like it to appear.)</i></b></p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<p>To whom will registration payments be made?</p>	
<p>Telephone number for people to call to confirm registration was received (if written confirmation isn't otherwise planned by the local co-sponsor) (include area code)</p>	<p>(      )      -</p>
<p>For Registration Confirmation - Standard language on the Registration Flyer is:</p> <p>"Complete and return this form below. Seating is limited, and advanced registration is recommended. No discounts allowed for multiple reservations, missed meals, etc. Final date for refunds or cancellations is mm/dd/year.</p> <p>Cancellations not received by mm/dd/year shall be subject to full payment of the registration fee.</p> <p>Registrants providing an email address will receive an email confirmation. Contact <i>(co-sponsor info)</i> at (xxx) xxx-xxxx to confirm that your registration was received or to cancel. Please keep all of the above information for future reference and return only the reservation form below."</p> <p><b><i>(Indicate Yes or No. If No, enter the information as you would like it to appear.)</i></b></p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<p>Will vehicle parking be restricted or will registrants pay for their own parking?</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>

## ADDITIONAL CLINIC INFORMATION

<p>A meal and two breaks with food items must be provided as well as continental breakfast items to be served 30 minutes before the clinic kickoff. Please provide a variety of beverages and fresh fruit among other continental breakfast items to allow for special diets. <i>Please check appropriate box so we have verification that you agree to this term.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>The co-sponsor will provide on-site registration at least 30 minutes in advance of the clinic starting time. <i>Please check appropriate box so we have verification that you agree to this term.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Insert any additional comments or questions:</p>	

<b>I have read and agree to all the terms outlined in this application.</b>		<input type="checkbox"/>
Today's date		
Name of person completing this form		

**Please email this completed application (as an attached file) to:**  
[laborlawclinic@dwd.wisconsin.gov](mailto:laborlawclinic@dwd.wisconsin.gov).

The application can also be mailed to **DWD Labor Law Clinic, P.O. Box 7905, Madison, WI 53707.**

## LABOR LAW CLINIC EDUCATIONAL TOPICS

The following educational topics are currently available for presentation at Labor Law Clinics produced by the Wisconsin Department of Workforce Development. Individual clinics offer four topics as chosen by the local co-sponsor. All presentations include paper or electronic handouts. Each presentation is approximately 75 minutes in length.

### EQUAL RIGHTS – Fair Employment

- **Protected Leave Laws in Wisconsin**

Provides an overview of the Wisconsin Family & Medical Leave Act (FMLA) and the Bone Marrow Donor Leave Act, including; the nuts and bolts of determining eligibility for leave under the two laws; the duration of leave entitlements under state laws; comparison to similar provisions under the federal FMLA and examination of how the laws interact; an overview of the Equal Rights Division's process for adjudicating claims under the state laws; examples of some common mistakes employees and employers make; discussion of developments relating to the Bone Marrow Donor Law, including any rules, agency interpretations, or cases that emerge.

- **Demystifying Arrest and Conviction Record Protections Under the Wisconsin Fair Employment Law**

The Wisconsin Fair Employment Law's (WFEL) provisions prohibiting discrimination based on arrest record or conviction record can be challenging to follow. This topic seeks to clarify some of those challenges and will give the audience a better understanding of the definitions of arrest record and conviction record; the statements and questions that are acceptable in job postings and applications; the impact of failure to reveal all convictions on job applications; the substantial relationship test, lack of bondability, the *Onalaska* defense; and exceptions related to specific industries.

- **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 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 some of the questions discriminatory or interpreted as discriminatory? This topic 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.

- **Workplace Harassment**

Provides information about harassment under the Wisconsin Fair Employment Law (WFEL). It includes a discussion of sexual harassment and harassment based on other characteristics such as race, color, national origin and sexual orientation. We use case law to illustrate concepts, emphasize the importance of strong company policies prohibiting unlawful harassment, and provide suggestions for handling and investigating complaints.

- **Fair Employment Law Basics**

Offers a straight-forward 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.

## **EQUAL RIGHTS - Labor Standards**

- **Wisconsin's Wage & Hour Laws: Basics & Beyond**

Focuses on issues related to overtime, hours of work, wage payment requirements, and minimum wage. This topic also includes discussion of the employment of minors, as well as information on topics such as the Business Closing/Mass Layoff Notification law and the open personnel records law.

## **VOCATIONAL REHABILITATION**

- **Enhancing Diversity in the Workplace: Facts, Strategies and Resources**

Learn how to connect to a virtually untapped talent pool through the Division of Vocational Rehabilitation (DVR). Hear information about connecting to DVR talent, enhancing diversity in your business, and increasing connectivity to your customers. Find out about financial incentives and creative strategies to meet your workforce and business needs. This presentation offers opportunity for open discussion about the subject of disability and employment.

## **WORKER'S COMPENSATION**

- **Understanding the Principles of the Worker's Compensation (WC) 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. Practical advice is provided 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 to present evidence on behalf of employers at hearings.

## **UNEMPLOYMENT INSURANCE**

- **You Be the Unemployment Insurance (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 (Appeal Tribunal). Covers issues such as discharges, quits, suspensions due to physical restrictions, and other miscellaneous specialty areas. Cases are prepared and sessions are led by an experienced Appeal Tribunal.

- **Deciding Who is Eligible for Unemployment Insurance (UI) Benefits**

Provides an overview of the primary issues affecting employee eligibility and employer liability for UI 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 questions about how and why UI benefits are paid.

- Defining "Misconduct" and "Substantial Fault" under Wisconsin Unemployment Insurance (UI) Law**  
 Identifies the factors considered by UI staff, by the Labor and Industry Review Commission and by the courts to decide whether the actions of an employee amount to "misconduct" or "substantial fault," either of which can result in an employee's disqualification for UI benefits. Covers the statutory definition of "misconduct" and the legal standard for "substantial fault" benefit disqualifications.
- Preparing for Unemployment Insurance (UI) 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 Appeal Tribunal.
- Worker Misclassification**  
 Is a worker an employee or an independent contractor? Discusses the importance to an employer of correctly classifying employees as independent contractors; provides an overview of the tests in the Unemployment Insurance law that are used to determine if workers are employees or independent contractors; describes the worksite compliance investigation process; and provides a demonstration of the DWD website created to assist employers in correctly classifying their workers.
- Wisconsin Unemployment Insurance (UI) Tax Law (Friday Fundamentals only)**  
 Provides information on how an employer establishes coverage for unemployment insurance, covered and excluded employment, taxability of wages, account reporting, unique reporting situations and business transfers. Offers an opportunity for the audience to ask questions about how and why UI taxes are established.

## EMPLOYMENT AND TRAINING

- Job Service Resources: Connecting Employers with Job Seekers, Wisconsin Fast Forward**  
 Find out about tools you can use today at no cost to help connect with candidates with proven foundational skills. Learn about the variety of Job Service tools available and how they can be incorporated into your hiring practice. Learn about the Wisconsin Fast Forward (WFF) grant program, a nationally recognized, talent development solution driven by Wisconsin businesses to train and retain highly skilled workers, how it impacts business and employees in Wisconsin, and how to submit a successful WFF grant application.
- State and Federal Migrant and Seasonal Agricultural Worker Laws and Protections Overview**  
 Discusses the primary functions of migrant law enforcement, which is administered by DWD (DWD 301 code) including: inspection and certification of all migrant camps in the state; work agreement reviews; crew leader registration; field sanitation; and complaint investigation. Also, provides a brief overview of the Migrant and Seasonal Agricultural Worker Protection Act (MSPA) administered by the Federal Wage and Hour Division.
- National Career Readiness Certificate (NCRC) (Friday Fundamentals only)**  
 The National Career Readiness Certificate (NCRC) is a portable credential that helps build a job seeker's confidence and verifies that his or her skills match an employer's needs and gives employers an insight into your work readiness skills, and skill levels in each of the three areas of Applied Mathematics, Locating Information and Reading for Information.

## CHILDREN AND FAMILIES

- **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

# LABOR LAW CLINIC 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.

A Certificate of Attendance is available to participants for Continuing Legal Education (CLE) or Continuing Education Unit (CEU) credits. Labor Law Clinics are generally 6.0 hours of credit.

Local co-sponsors are asked, among other tasks, to:

- propose a date for the clinic,
- select a clinic site,
- choose four topics from a "menu" of choices, 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.

Department speakers evaluate their continued participation in clinics, in part, on the ability of clinics to generate approximately 100 people in the audience. Minimum attendance levels may be imposed by the department depending on the clinic location. 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 may consider developing and producing their own program.

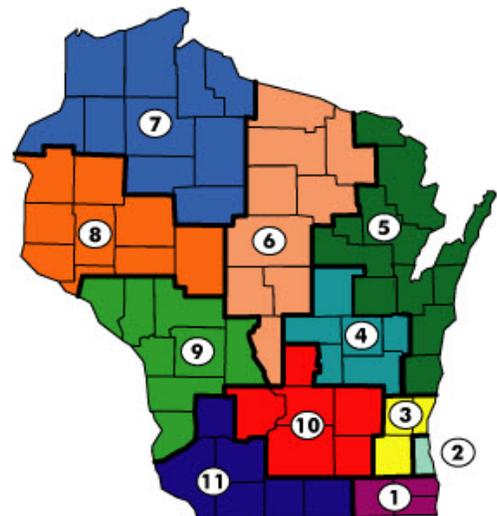
## APPLICATIONS

Clinics must be requested at least 90 days in advance of the desired event date.

Each Workforce Development Area in the state of Wisconsin may hold a clinic. To avoid duplication of events in similar areas, it is suggested that each area be assigned a month to hold the clinic, which is listed on following page. The location of the clinic in each 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 flexible. There is consideration in changing the order for better enrollment purposes.**

- March – Area 10
- April – Area 8
- May – Areas 2 & 3
- June – Area 11
- July – Area 6
- August – Areas 1 & 9
- September – Areas 5 & 7
- October – Areas 4 & 10
- November – Area 11



- 1 Southeast
- 2 Milwaukee County
- 3 Washington-Ozaukee-Waukesha
- 4 Fox Valley
- 5 Bay Area
- 6 North Central
- 7 Northwest
- 8 West Central
- 9 Western
- 10 South Central
- 11 Southwest

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**

### ***Speakers:***

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, and/or other topics on that date.

### ***Agenda:***

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

### ***Facility:***

Co-sponsor applicants will secure department approval of the facility as a site for a clinic prior to making any binding agreements with a facility.

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.

- The department restricts the number of reservations that can be accepted by the local co-sponsor(s) to 110. (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 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 capacity for 110 on the desired date, contact the Labor Law Clinic Director at (608) 267-7259.

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

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. The department, at its discretion, may choose to conduct an on-site inspection of a facility for purposes of determining suitability of the facility for a clinic.

## **REIMBURSEMENT TO DWD**

The department only produces clinics in cooperation with local co-sponsors where the local co-sponsor(s) agree to reimburse DWD-Unemployment Insurance-LLC for part of its production costs.

The 2019 standard price for each clinic attendee is set at \$104.00. The reimbursement shall be \$36.40 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.**

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

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

The department will furnish an electronic 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 that it was sent.

## **BOOSTER MAILINGS**

The department normally achieves a .0075 to 1.5 percent response rate to clinic flyer mailings (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 percent and if the principal local co-sponsor at its discretion requests a second mailing at least three weeks in advance of the clinic date, the department at its expense may consider a second mailing to promote a clinic. The department may choose to do a second mailing at its own expense.

## **CO-SPONSOR CANCELLED CLINICS**

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

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

Local DWD offices (usually Job Service offices) and/or staff addresses may not be used for accepting clinic reservations and payments.

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 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.

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.

Some alternatives a local DWD office involved in clinic production may wish to consider:

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

If this additional duty is not satisfactory to the local co-sponsor, a local DWD office may serve in an information-providing capacity as follows:

- 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.
- 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.

## **COORDINATION WITH THE LOCAL DWD OFFICE**

Local DWD offices (Job Center, Job Service, etc.) will have 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 CO-SPONSOR RESPONSIBILITIES**

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

1. Limit registration to 110 applicants.
2. Select a facility acceptable to the department that is accessible by persons with physical disabilities that can accommodate up to 110 persons and, possibly 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 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 comfortable and roomy with no more than three chairs per eight-foot-long table and two chairs per six-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, loud activities occurring in rooms adjacent to or across the hall from the Clinic. If so, it must be determined to the extent possible, if the activities will create a significant distraction to the clinic making it difficult for 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 facility should have the capability of providing the food and a variety of beverage options required for the clinic, which includes continental-type breakfast items, as well as items for persons with special diets, beginning 30 minutes prior to kick-off, 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 the room. Lunch should be served in an area separate from the presentation room. If such an area is not available and the attendees must serve themselves from a buffet and return to the presentation room, arrangements must be made to have the tables cleared and refreshed prior to resuming the afternoon clinic presentations.
  - d. 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.
  - e. The co-sponsor must establish with the facility the exact time lunch is to be served. This is a critical detail since lunch is only forty-five minutes to one-hour in length.
3. Act as treasurer for the event, using the checking/electronic account of an established organization.
  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. 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.
  7. Pay all facility room rental, food and beverage, and related charges.
  8. Optionally supply copies of any clinic handouts to those registered who do not attend and who subsequently request all printed materials from the clinic.
  9. Reimburse DWD- Unemployment Insurance – LLC within 45 days after the clinic has been held.
  10. Not use the term "Labor Law Clinic" to describe any other programming that it produces, sponsors, or co-sponsors.

## **SPECIFIC DWD RESPONSIBILITIES**

Once a clinic is confirmed, the department agrees to:

1. Assign speakers for each of the requested topic areas.

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.)
3. After determining the topic order and other details, design, produce, print and mail, at its cost, clinic announcement and registration flyers.
4. Upon request, print and provide the flyers to the local co-sponsor(s) at the department's cost, up to 250.
5. Provide the clinic coordinator who will serve as facilitator and responsible for starting and ending the clinic on time, and for any operational needs.
6. Provide the agenda and related handouts to clinic registrants either in paper or electronic form.

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**Direct any questions about this Memorandum of Understanding or Labor Law Clinic Sponsorship to:**

**Labor Law Clinic Director**  
[laborlawclinic@dwd.wisconsin.gov](mailto:laborlawclinic@dwd.wisconsin.gov)  
**(608) 267-7259**

# LABOR LAW CLINIC FACILITY CHECKLIST

## MINIMUM FACILITY 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 110 people. Seating should be comfortable and roomy with no more than three chairs per eight-foot-long table and two chairs per six-foot-long table. Seating should be configured so that there is walking room around the entire periphery of the room.
	Conference/meeting room with classroom seating (tables with chairs all facing speaker) that places the greatest number of people closest to the speaker (“horizontal,” not “vertical,” arrangement).
	Working microphone system (one microphone only needed) which allows speakers to be clearly heard from any point in the room.
	Lectern/podium available.
	Extra tables -- at least one twelve-foot-long, for literature display (literature to be provided by DWD) and one-eight-foot long for speaker seating.
	Registration table for two 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 accessible parking for persons with physical disabilities.
	Access to meeting location for persons with physical disabilities.
	Meal and break set-up ready at scheduled break times (note: detailed times are available at least four weeks in advance of the clinic date). Continental breakfast beginning 30 minutes prior to kick-off and a variety of beverages available for all breaks.

## DESIRABLE FACILITY FEATURES

	Free parking.
	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.
	Cloth covering for tables in meeting room where people will be seated.
	Cleanup of meeting room during lunch break.