

# WISCONSIN

## Notice to Employees About Applying for WISCONSIN UNEMPLOYMENT BENEFITS

**When To Apply**

- You are totally unemployed.
- Your weekly earnings are reduced.
- You expect to be laid off within the next 13 weeks, or
- You are participating in the Trade Adjustment Assistance (TAA) program.

**Unsure if you will qualify?** Apply to find out if you are eligible. Only DWD can determine if you will qualify.

**IMPORTANT:** You must file an initial claim application within seven days of the end of the calendar week in which you want to receive a UI benefit payment.

**Information You Need To Apply**

- A username and password (for filing online).
- A valid email address or mobile phone number.
- Your current address.
- Your social security number.
- Your Wisconsin driver license or identification number (if you have one).
- Your work history for the last 18 months, including:
  - Employers' business names.
  - Employers' addresses (including ZIP code).
  - Employers' phone number.
  - First and last dates of work with each employer.
  - Reason for no longer working with each employer.
- If you are not a U.S. citizen, your alien registration number, document number and expiration date.
- If you served in the military in the last 18 months, Form DD-214.
- If you are a federal civilian employee, Form SF-50 or SF-8.
- If you are a union member, the name and local number of your union hall.
- If you want UI benefit payments by direct deposit, your bank's routing number and your account number.

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please call 711-1 Wisconsin Relay Service. Please contact the Unemployment Insurance Division at (414) 435-7069 or toll-free at (844) 910-3661 to request information in an alternate format, including translated to another language.

## 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 18 to work up to seven days per week in the delivery of newspapers and agriculture. In most other types of labor, minors under 18 may only work six days a week. Most employers must obtain work permits for minors under 18 before permitting them to work. For further information, see the Wisconsin Employment of Minors Guide (EPLD 47-64).

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

**DEPARTMENT OF WORKFORCE DEVELOPMENT  
EQUAL RIGHTS DIVISION**

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please contact the Equal Rights Division at (800) 266-6860 or visit our website at <https://dwd.wisconsin.gov/> to request information in an alternate format, including translated to another language. (R. 06/2020)

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

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

A "business closing" requires notice if there is a permanent or temporary shutdown of an employment site or of more 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).

A "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 within a single municipality:

- At least 25% of the employer's workforce or 25 employees, whichever is greater or
- At least 50 employees.

## WISCONSIN BONE MARROW AND ORGAN DONATION LEAVE ACT

Section 103.14, Wisconsin Statutes, requires all employers with 50 or more employees to display a copy of this poster in the workplace. Employees with 25 or more employees are required to post their particular leave policies.

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

- Up to six (6) weeks leave in a 12-month period for the purpose of serving as a bone marrow or organ donor, provided that the employer provides his or her employee with written verification that the employee is to serve as a bone marrow or organ donor and so long as the leave is only for the period necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from the procedure.

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

## Advance Notice Required When Employers Decide to Cease Providing a Health Care Benefit Plan

Wisconsin law (Wis. Stat. § 109.075) requires employers who plan to discontinue health care benefit coverage for current employees, retirees and dependents of employees or refiners in some instances must provide the affected individuals with 60 days' notice of the cessation of benefits.

**Q: Which employers must comply with this requirement?**

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

**Q: Who is an affected individual entitled to this notice?**

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

**Q: Why should an affected person file a complaint about not receiving 60 days' notice of the cessation of a health care benefit plan?**

A: A person who did not receive proper notice may receive either the value of the insurance premiums for the period without notice 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 I wish to file a complaint about not receiving notice, whom should I contact?**

A: Contact either the Equal Rights Division in Milwaukee or Madison listed below.

## Employee Protections Against Use of Honesty Testing Devices (Wis. Stat. § 111.37)

Employees 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 an applicant to take an honesty test or to provide a false answer (lie detector) is not a legally required. Further, employees may not discriminate based on their refusal to take a test or objects to its use.

**Exceptions**

Honesty tests may be required 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.

**Employee & Applicant Rights**

Any legally permitted honesty tests are subject to strict safeguards, including an economic 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.

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

201 E WASHINGTON AVE, ROOM A100  
PO BOX 8928  
MADISON WI 53708  
Telephone: (608) 266-6860

818 N 6TH ST  
ROOM 723  
MILWAUKEE WI 53203  
Telephone: (414) 227-4384

Website: <https://dwd.wisconsin.gov/>

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. (R. 06/2020)

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

General Minimum Wage Rates	Opportunity Employees:
Non-Opportunity Employees:	\$5.90 Per Hour
\$7.25 Per Hour	

  

Minimum Wage Rates for Tipped Employees	Opportunity Employees:
Non-Opportunity Employees:	\$2.13 Per Hour
\$2.33 Per Hour	

  

Minimum Wage Rates for All Agricultural Employees	Minimum Rates for Caddies
Adults	\$7.25 Per Hour
9 Holes	\$5.90
Minors	\$7.25 Per Hour
16 Holes	\$10.50

## Wisconsin Maximum Allowances for Board and Lodging Effective July 24, 2009

Non-Agricultural Employment	Opportunity Employees:
Meals	\$87.00 Per Week
\$4.15 Per Meal	\$70.80 Per Week
Lodging	\$58.00 Per Week
\$8.30 Per Day	\$47.20 Per Week
	\$2.75 Per Day

  

Agricultural Employment	All Employees
Meals	\$87.00 Per Week
\$4.15 Per Meal	\$70.80 Per Week
Lodging	\$58.00 Per Week
\$8.30 Per Day	\$47.20 Per Week
	\$2.75 Per Day

## Camp Counselor Employment Weekly Salary for All Employees (Adults and Minors)

Salary Rates	Board & Lodging	Board Only	No Board or Lodging
	\$21.00	\$26.00	\$50.00

When board or lodging provided by an employer is accepted and received by an employee, the employee is permitted to deduct that from the above amounts shown on the worker's paycheck. The amounts deducted are used to determine if the employee is receiving the required minimum wage rates.

For more information contact:

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

201 E WASHINGTON AVE, ROOM A100  
MADISON WI 53703  
PO BOX 8928  
MADISON WI 53708-8928  
Telephone: (608) 266-6860

818 N 6TH ST ROOM 723  
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## Notice to Employers / Employees

Your state has its own minimum wage law which requires posting a notice regarding the aspects of that law. Employers are still required to post the Federal Minimum Wage notice from the U.S. Dept. of Labor. Fair Labor Standards Act in addition to this state posting. According to the Dept. of Labor, where Federal and state law have different minimum wage rates, the higher standard applies.

This Posting is for Informational Purposes Only

## Wisconsin Family and Medical Leave Act

Section 102.10, Wisconsin Statutes, requires that all employers with 50 or more employees display a copy of this poster in the workplace. Employees with 25 or more employees are required to post their particular leave policies.

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 employer'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(2)(b) or 770 (1)(b) 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. Employees 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.

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## Wisconsin Fair Employment Law

Section 111.31-111.385 Wisconsin Statutes and DWD 218 Wisconsin Administrative Code requires that all employers prominently display this poster at all places of employment.

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

- Sex
- Color
- Age (Aft or Over)
- Disability
- Marital Status
- Religion
- National Origin
- Pregnancy or Childbirth
- Social Orientation
- Genetic Testing
- Military Service

This law applies to employees, 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 discriminate an employee because of the results.

Employers may be harassed by the workplace based on their protected status not related 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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DEPARTMENT OF WORKFORCE DEVELOPMENT  
EQUAL RIGHTS DIVISION**

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