

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

Under Wisconsin law (Wis. Stat. § 109.07), employees have certain rights and employers have certain obligations to give proper notice to their employees and others before taking certain actions.

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

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

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 or within a single municipality:

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

Employees are counted if their employment is terminated (not including discharges for cause, voluntary departures, or retirements), if they are laid off for more than 6 months, or if their hours are reduced more than 50 percent during each month of any 6-month period, as the result of a business closing or mass layoff. New or low-hour employees - who have been employed for fewer than 6 of the 12 months preceding the date on which a notice is required or who average fewer than 20 hours of work per week - are **not** counted.

Who must provide notice and when?

With certain exceptions, businesses employing 50 or more persons in the State of Wisconsin must provide written notice 60 days before implementing a "business closing" or "mass layoff" in this state. The federal or state government (and their political subdivisions), charitable or tax exempt institutions and organizations, and independent contractors are not covered under this law and do not have to provide notice. Additional exceptions exist in various situations involving strikes or lockouts, sales, relocations, temporary or seasonal employment, unforeseeable circumstances, natural or man-made disasters, temporary cessation in operations, or businesses in financial trouble.

What employees are entitled to receive notice?

Employees are entitled to receive notice if they are counted as part of "business closing" or "mass layoff." New or low-hour employees may also be entitled to receive notice in situations where there is a "business closing" or "mass layoff."

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

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

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

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

201 E WASHINGTON AVE ROOM A100
PO BOX 8928
MADISON WI 53708

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

819 N 6th ST
ROOM 723
MILWAUKEE WI 53203

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

Website: <http://dwd.wisconsin.gov/er/>

The Department of Workforce Development is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format or need it translated to another language, please contact us.

Hours and Times of Day Minors May Work in Wisconsin

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

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

Most employers must obtain work permits for minors under 16 before permitting them to work. For further information, see the Wisconsin Employment of Minors Guide (ERD-4758-P).

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

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

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

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

Minors under 14 years of age are allowed to work in certain occupations (e.g., street trades, agriculture, and work in school lunch programs. See the Wisconsin Employment of Minors Guide, ERD-4758-P, for more detail). These minors are subject to the same hourly and time of day restrictions as minors who are 14 or 15 years of age.

Minors under 18 years of age may not work more than 6 consecutive hours without having a 30-minute, duty free meal period.

Minors 16 & 17 years of age who are employed after 11:00 pm must have 8 hours of rest between the end of one shift and the start of the next shift.

Minimum Wage for minors is \$7.25 per hour. Employers may pay an "Opportunity Wage" of \$5.90 per hour for the first 90 days of employment. On the 91st day, the wage must increase to \$7.25 per hour.

For further information about the federal child labor laws call (608) 441-5221, or write to U.S. Department of Labor, Wage & Hour, 740 Regent Street, Suite 102, Madison, WI 53715.

For further information about the state child labor laws, call the Equal Rights Division in Madison (608) 266-6860 or Milwaukee (414) 227-4384.

DEPARTMENT OF WORKFORCE DEVELOPMENT - EQUAL RIGHTS DIVISION

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Horas y Horarios del Día Que Menores Pueden Trabajar en Wisconsin

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

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

La mayoría de los empleadores deben obtener permisos de trabajo para menores de 16 años *antes* de permitir que trabajen. Para más información, vea la Guía de Empleo de Menores de Wisconsin. (ERD-4758-P).

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

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

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

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

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

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

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

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

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

DEPARTMENT OF WORKFORCE DEVELOPMENT - EQUAL RIGHTS DIVISION

PO BOX 8928 MADISON WI 53708

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

Website: <http://dwd.wisconsin.gov/er/>

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

Employee Protections Against Use of Honesty Testing Devices

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

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

Exceptions

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

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

Employee & Applicant Rights

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

Enforcement

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

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

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

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TTY: (608) 264-8752

819 N 6th ST
ROOM 723
MILWAUKEE WI 53203

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WISCONSIN FAIR EMPLOYMENT LAW

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

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

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

This law applies to employers, employment agencies, labor unions and licensing agencies.

Employers may not require certain types of honesty testing or genetic testing as a condition of employment, nor discipline an employee because of the results.

Employees may not be harassed in the workplace based on their protected status nor retaliated against for filing a complaint, for assisting with a complaint, or for opposing discrimination in the workplace.

There is a 300-day time limit for filing a discrimination complaint.

For more information or a copy of the law and the administrative rules contact:



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TTY: (608) 264-8752

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LEY DE EMPLEO JUSTO DE WISCONSIN

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

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

- ▶ Sexo
- ▶ Color
- ▶ Ascendencia
- ▶ Incapacidad Física o Mental
- ▶ Estado Civil
- ▶ Raza
- ▶ Credo (Religión)
- ▶ Edad (40 y Mayor)
- ▶ Negarse a asistir a una reunión o participar en cualquier comunicación (“sobre” o “en relación” con) asuntos religiosos o políticos
- ▶ Uso de Productos Legales
- ▶ Antecedentes de Arresto o Convicción
- ▶ Exámenes de Honestidad
- ▶ Nacionalidad de Origen
- ▶ Embarazo o Nacimiento
- ▶ Orientación Sexual
- ▶ Examen Genético
- ▶ Servicio Militar

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

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

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

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



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WISCONSIN FAMILY AND MEDICAL LEAVE ACT

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

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

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

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

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

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



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LEY DE DERECHO DE AUSENCIA FAMILIAR Y MÉDICA DE WISCONSIN

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

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

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

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

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

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



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WISCONSIN BONE MARROW AND ORGAN DONATION LEAVE ACT

Section 103.11, Wisconsin Statutes, requires all employers with 50 or more employees to display a copy of this poster in the workplace. Employers 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 employee provides his or her employer 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. Employers may have leave policies that are more generous than leaves required by the law.

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

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



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LEY DE LICENCIA POR DONACIÓN DE MÉDULA ÓSEA Y ÓRGANOS DE WISCONSIN

La sección 103.11 de la ley de Wisconsin requiere que todos los empleadores con 50 o más empleados pongan una copia de este aviso en un sitio visible en el lugar de trabajo. Los empleadores con 25 empleados o más también deben poner a la vista sus propias políticas sobre licencias.

Según la ley estatal, todos los empleadores con 50 empleados permanentes o más deben permitir a los empleados de cualquier sexo:

- ▶ Hasta seis (6) semanas de licencia en un período de 12 meses por ser donante de médula ósea u órgano, siempre que el empleado le dé a su empleador una verificación por escrito de que el empleado será donante de médula ósea o de un órgano y siempre que la licencia sea por el período necesario para que el empleado se someta al procedimiento de donación de médula ósea u órgano y para recuperarse del procedimiento.

Esta ley es aplicable solamente si un empleado ha trabajado para el empleador más de 52 semanas consecutivas y por lo menos 1000 horas durante ese período de 52 semanas. La ley también requiere que se permita a los empleados sustituir licencia paga o impaga proporcionada por el empleador por licencia por donación de médula ósea u órganos de Wisconsin. Los empleadores pueden tener políticas de licencia que son más generosas que las licencias requeridas por la ley.

Una queja referente a la denegación de los derechos según esta ley se debe presentar dentro de los 30 días después de que ocurra la violación o de que el empleado deba haber sabido, dentro de lo razonable, que la violación ocurrió, lo que haya ocurrido último.

Para obtener respuestas a las preguntas acerca de la ley, una copia completa de la ley o para hacer una queja sobre la denegación de derechos según la ley, comuníquese con:



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WISCONSIN MINIMUM WAGE RATES

Effective July 24, 2009

General Minimum Wage Rates

Non-Opportunity Employees:

\$7.25 per Hour

Opportunity Employees:

\$5.90 per Hour

Minimum Wage Rates for Tipped Employees

Non-Opportunity Employees:

\$2.33 per Hour

Opportunity Employees:

\$2.13 per Hour

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

Minimum Wage Rates for All Agricultural Employees

Adults \$7.25 per Hour

Minors \$7.25 per Hour

Minimum Wage Rates for Caddies

9 Holes \$5.90 **18 Holes** \$10.50

For more information contact:



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WISCONSIN MAXIMUM ALLOWANCES FOR BOARD AND LODGING

Effective July 24, 2009

Non-Agricultural Employment

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

Agricultural Employment

All Employees:

Meals	\$87.00 Per Week
	\$4.15 Per Meal
Lodging	\$58.00 Per Week
	\$8.30 Per Day

Camp Counselor Employment

Weekly Salary for All Employees [Adults and Minors]

	Board & Lodging	Board Only	No Board or Lodging
Salary Rates	\$210.00	\$265.00	\$350.00

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

TARIFAS DE SALARIO MINIMO DE WISCONSIN

Efectivas el 24 de Julio de 2009

Tarifas Generales De Salario Minimo

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

Empleados de Oportunidad:
\$5.90 Por Hora

Tarifas De Salario Minimo Para Empleados Que Reciben Propinas

Empleados que no son de Oportunidad:
\$2.33 Por

Empleados de Oportunidad:
\$2.13 Por Hora

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

Tarifas De Salario Minimo Para Empleados Agricolas

Adultos \$7.25 Por Hora

Menores \$7.25 Por Hora

Tarifas Minimas Para Caddies

9 Hoyos \$5.90

18 Hoyos \$10.50

Para mayor información póngase en contacto:

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

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

819 N 6th ST
ROOM 723
MILWAUKEE WI 53203

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

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

Website: <http://dwd.wisconsin.gov/er/>

The Department of Workforce Development is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format or need it translated to another language, please contact us.

ASIGNACIONES MAXIMAS POR ALIMENTOS Y ALOJAMIENTO EN WISCONSIN

Efectivas el 24 de Julio de 2009

EMPLEO FUERA DE LA AGRICULTURA

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

EMPLEO AGRICOLA

Todos los Empleados

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

EMPLEO DE CONSEJEROS DE CAMPAMENTO

Salario Semanal para Todos los Empleados

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

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

NOTICE TO WISCONSIN WORKERS WITH DISABILITIES PAID AT SPECIAL MINIMUM WAGE

Wisconsin Minimum Wage, Hours of Work and Overtime Laws

Generally, employees are covered by Wisconsin's minimum wage and overtime law provisions. The law requires payment of not less than the minimum wage for all hours worked, and payment of time and one-half an employee's regular rate of pay for all hours worked over forty in a work week. There may be other requirements. **Child labor law provisions apply to employees under 18 years of age.**

Special Minimum Wages

Workers whose disabilities impair their ability to perform their work may be employed under a special minimum wage license issued by the Department of Workforce Development. This establishment has such a license. The rates must reflect the productivity of the worker compared to the productivity of a worker not disabled for similar work, and to the wages paid to experienced workers performing the same or similar work in the vicinity.

To be able to pay less than the standard applicable minimum wage, this facility must also have a certificate under Section 14(c) of the Fair Labor Standards Act (FLSA), issued by the US Department of Labor.

Effective July 22, 2016, the FLSA prevents this establishment from employing persons 24 years of age or younger at a special minimum wage unless certain conditions are met. The Division of Vocational Rehabilitation (DVR) will provide documentation that these conditions have been met. DVR will also provide career counseling and information and referral services designed to promote opportunities for competitive, integrated employment, regardless of age, to individuals who are known to be employed at special minimum wages every six months for the first year of the individual's subminimum wage employment and annually thereafter for the duration of such employment.

Worker Notification

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

Review Process, Complaints, or Questions

A request for reconsideration or review under this law must be filed within 60 days after learning of the action. **To file such a request, make a complaint, for answers to questions about the law, or for a complete copy of the law, contact:**

**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
TTY: (608) 264-8752

819 N 6th ST
ROOM 723
MILWAUKEE WI 53203

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

Website: <http://dwd.wisconsin.gov/er/>

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

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

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

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

Q: Who is an affected individual entitled to notification?

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

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

A: A complainant who did not receive proper advanced notification may receive either the value of the insurance premium(s) for the period without notification or the actual value of medical expenses incurred during the non-notification period (maximum of 60 days).

Q: If I have questions concerning this requirement or if I wish to file a complaint about not receiving notification, who should I contact?

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

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

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

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

819 N 6th ST
ROOM 723
MILWAUKEE WI 53203

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

Website: <http://dwd.wisconsin.gov/er/>

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Retaliation Protection for Health Care Workers in Wisconsin

Any facility, as defined in s. 647.01 (4), or any hospital, nursing home, community based residential facility, county home, county infirmary, county hospital, county mental health complex or other place licensed or approved by the department of health and family services **must display** this poster in one or more conspicuous places where notices to employees are customarily posted.

Under section 146.997 of Wisconsin Statutes, as an employee of a health care facility or provider, you may not be disciplined at work for good faith reporting of:

- any potential violations of state or federal law by the health care facility or provider,
- any situation where care is provided in a manner that violates state or federal standards, laws, or recognized clinical or ethical standards.

Covered reporting includes internal reports to any director, officer, or supervisor of the health care facility or provider, or reports to an agency or body that accredits, certifies, or approves the facility or provider, unless disclosure is prohibited by law.

Victims of unlawful retaliation may file a complaint, **within 300 days** of the date the retaliation or threat of retaliation occurred, at one of the offices below.

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

201 E WASHINGTON AVE, ROOM A100
PO BOX 8928
MADISON WI 53708

819 N 6th ST
ROOM 723
MILWAUKEE WI 53203

Telephone: (608) 266-6860
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TTY: (414) 227-4081

Website: <http://dwd.wisconsin.gov/er/>

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Notice to Employees About Applying for Wisconsin Unemployment Benefits

When To Apply

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

IMPORTANT: Your claim begins the week you apply. To avoid any loss of benefits, apply the first week you are unemployed. Do not wait until the week is over.

Have This Information Ready To Apply:

- A username and password for filing online
- A valid email or mobile number
- Your social security number
- Your Wisconsin driver license or identification number
- Your work history for the last 18 months:
 - Employers' business names **
 - Employers' addresses (including zip code) **
 - Employers' phone numbers
 - First and last dates of work with each employer
 - Reason no longer working with each employer
- Your alien registration number, document number and expiration date, if you are not a U.S. citizen
- Form DD214 (Member 4 copy), if you served in the military in the last 18 months
- Form SF-50 or SF-8, if you are a federal civilian employee
- Name and local number of your union hall, if you are a union member

Notice to Employers: All employers covered by Wisconsin's Unemployment Insurance law are required to prominently display this poster where employees will easily see it. If employers do not have a permanent work site regularly accessed by employees, an individual copy is to be provided to each employee. For additional copies go online at: <http://dwd.wi.gov/dwd/publications/ui/notice.htm> or call 414-438-7705. **Please enter your UI Account business name and address in the box (at right) for employee reference.**

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

UCB-7-P (R. 10/2017)

How To Apply

STEPS TO APPLY ONLINE:

1. Type into the internet browser:
my.unemployment.wisconsin.gov
2. Read & accept Terms and Conditions
3. Create a username and password
4. Logon to access online benefit services
5. Complete your application

Apply Online During These Times

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

For help using online services or if you are truly unable to go online call 414-435-7069 during business hours: Monday – Friday: 7:45 AM – 4:30 PM

You may be asked to call back on a specific day of the week

For more information about unemployment insurance, visit our website:

unemployment.wisconsin.gov

STATE OF WISCONSIN



Department of Workforce Development

**** Employer Business Name & Address:**

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Unemployment Insurance Division at 414-435-7069 to request information in an alternate format, including translated to another language.

Aviso para Empleados Sobre cómo aplicar para Beneficios por Desempleo en Wisconsin

¿Cuándo se Aplica?

- Cuando usted está totalmente desempleado,
- Usted está parcialmente desempleado (su sueldo semanal ha sido reducido), o
- Usted anticipa que le descansen (laid off), dentro de las próximas 13 semanas y le gustaría adelantar el comienzo de su año de beneficios.

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

Para Aplicar, Tenga la Información Siguiete Lista:

- Un nombre de usuario y contraseña para aplicar en línea
- Una dirección de correo electrónico o número de teléfono móvil valido
- Su número del seguro social
- El número de su licencia de conducir o tarjeta de identificación de Wisconsin
- Su historial laboral de los últimos 18 meses:
 - Los nombres comerciales de los empleadores **
 - La direcciones de los empleadores/compañías (incluyendo el código postal) **
 - Los números de teléfono de los empleadores/compañías
 - El primer y último día en que trabajo para cada empleador/compañía
 - La razón por la cual que ya no está trabajando con cada empleador/compañía
- Si usted no es ciudadano Americano, el número de registro extranjero, numero de documento y fecha en que caduca.
- El formulario DD214 (copia del socio 4), si participó en el Servicio Militar en los últimos 18 meses
- El formulario SF-50 o el SF-8, si usted es un empleado federal
- Si eres miembro de una Sindicato laboral, necesitamos el número de la local de dicho Sindicato

Aviso a los Empleadores: Se requiere que todo empleador cubierto bajo la ley del Desempleo del Estado de Wisconsin, expongan prominentemente este cartel, donde se pueda ver fácilmente por los empleados (ej. en el tablón de anuncios, o al lado del reloj de control de asistencia). Si el empleador no tiene una localidad permanente de trabajo a la cual los empleados tienen acceso regularmente, una copia de este cartel debe ser distribuido a cada empleado. Para obtener copias adicionales vaya en línea a: <http://dwd.wi.gov/dwd/publications/ui/notice.htm>, o llame 414-438-7705 para pedir copias. **Haga el favor de proveer en la caja (a mano derecha) el nombre y dirección de la compañía/empresa en la cuenta de UI, para referencia del empleado/a.**

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

¿Cómo Aplicar?

PASOS A SEGUIR PARA APLICAR EN LÍNEA:

1. Teclee lo siguiente en el navegador de internet:
my.unemployment.wisconsin.gov
2. Lea y acepte los Términos y Condiciones.
3. Debe crear un nombre de usuario y una contraseña.
4. Inicie una sesión para acceder los servicios de Beneficios de Desempleo en línea.
5. Complete su aplicación.

Aplique en Línea Durante el Horario Siguiete:

Domingo	9:00 AM – 5:00 PM
Lunes – Viernes	6:00 AM – 7:00 PM
Sábado	9:00 AM – 2:30 PM

**Si necesita ayuda con los servicios en línea o si realmente no puede utilizar los servicios en línea, llame al 414-435-7069 durante horas de operación:
Lunes – Viernes: 7:45am – 4:30pm**

Es posible que se le requiera que llame de nuevo durante un día específico de la semana

Para más información sobre los beneficios del Desempleo, visite nuestra página web:
unemployment.wisconsin.gov

STATE OF WISCONSIN



Department of Workforce Development

** Nombre y Dirección de la Compañía/Empresa:

DWD es un proveedor de servicios de igual oportunidad. Si usted tiene una discapacidad y necesita ayuda con esta información, marque 7-1-1 para comunicarse con el Wisconsin Relay Service (Servicio de Retransmisión de Wisconsin). Comuníquese con el Departamento de Beneficios Del Desempleo al 414-435-7069 para pedir información en un formato alternativo, incluso traducciones a otro idioma.

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

Thaumtwg Thiaj Thov Tau

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

TSEEM CEEB: Txog kev thov nyiaj no yuav tsi pib txog thaum lub lispam uas koj pib thov. Koj yuav tsum thov thawj lub lispam thaum koj poob haujlwm koj thiaj txais tau kev pab. Tsis txhob tos tom qab lub limtiam tiav tso.

Muaj Cov Ntaub Ntawv No Npaj Ua Ntej Koj Mus Thov:

- Ib lub username thiab password rau koj nkag mus online
- Ib tug email losyog ib tug naj npawb xov tooj ntawm tes (cell phone)
- Koj tus social security naj npawb
- Koj daim ntawv tso cai tsav tshab hauv Wisconsin losyog daim identification number (ID naj npawb)
- Koj cov chaw ua haujlwm yav dhau los uas yog 18 lub hlis:
 - Los Cov tswv num ua haujlwm cov npe **
 - Cov tswv num ua haujlwm cov chaw nyob (thiab lawv cov zip code) **
 - Cov tswv num ua haujlwm cov xov tooj
 - Hnub koj xub pib ua haujlwm thiab hnub kawg koj ua haujlwm rau cov tswv num no
 - Lus qhia txog vim li cas koj tsis ua haujlwm rau cov tswv num no lawm
- Koj daim npav ntsuab naj npawb thiab hnub koj daim npav ntsuab taskasnuv, yog hais tias koj tsis yog pej xeem Ameskas
- Form DD214 (Member 4 copy), Yog hais tias koj tau txais kev pab nyob rau hauv cov tub rog 18 lub hlis dhau los
- Form SF-50 losyog SF-8, Yog hais tias koj ua haujlwm rau tsoom fww Teb Chaws Ameskas (federal civilian employee)
- Lub npe thiab tus naj npawb ntawm koj lub koom haum nrhiav haujlwm losyog union hall, yog tias koj yog ib tug union member

Hais Rau Cov Tswv Num: Tag nrho cov tswv num es nyob rau hauv qab lub lav Wisconsin's Nyiaj Povhwm Poob Haujlwm kev cai lij choj yuav tsum tso saib daim ntawv no rau tej thaj tsam es tibneeg ua haujlwm yuav pom (nyob rau ntawm txiag ntsia ntawm, nyob ze lub teev txawb ua haujlwm (time clocks)). Yog cov tswv num tsis muaj ib lub chaws ua haujlwm rau lawv cov tibneeg mus tas li, lawv yuav tsum muab ib daim ntawv no rau txhua tus tibneeg ua haujlwm. Mus nrhiav kom tau daim ntawv no ntau ntxiv, mus online rau ntawm: <http://dwd.wi.gov/dwd/publications/ui/notice.htm> losyog hu xovtooj rau 414-438-7705 thov cov ntawm luam. **Thov tso koj lub UI Account npe ua lagluam thiab chaw nyob rau lub thawv (box) (nyob sab xis) rau cov ua num tau saib pom.**

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

UCB-7-H-P (R. 10/2017)

Yuav Thov Licas

COV THEEM UA NTAWV THOV ONLINE:

1. Ntaus cov lus nos rau qhov internet browser: **my.unemployment.wisconsin.gov**
2. Mus nyeem thiab txais cov Lus Thiab Txoj Cai (Terms and Conditions)
3. Tsim ib lub username thiab password
4. Nkag mus rau thiab qhib kev pab (benefit services) nyob online
5. Mus ua ntaub ntawv thov kom tiav

Mus Online Rau Thaum Cov Caij No:

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

Mus nrhiav kev pab siv online losis yog tias koj nkag mus tsis tau online hu 414-435-7069
thaum cov sijhawm ua haujlwm no:
Monday – Friday: 7:45am – 4:30pm

Tej zaum koj yuav tau hu raws koj hnub raug hu nyob rau lub limtiam

Yog xav paub ntxiv txog nyiaj poob haujlwm, mus saib peb lub website:
unemployment.wisconsin.gov

STATE OF WISCONSIN



Department of Workforce Development

** Tswv Num Lub Npe & Chaw Nyob:

DWD yog ib tus tswv num haujlwm thiab muab kev pab muaj vaj huam sib luag rau sawv daws. Yog koj muaj ib tus mob xiam hoob khab tsis taus thiab xav tau kev pab rau daim ntawv no, thov hu rau 7-1-1 rau Wisconsin Relay Service. Thov hu rau Fab Saib Xyuas Kev Them Nyiaj Thaum Poob Haujlwm ntawm 414-435-7069 mus thov kom muab daim ntawv no kho ua lwm hom kom koj nyeem tau, nrog rau qhov kom muab txhais ua lwm hom lus.

Notice to Employees About Applying for Wisconsin Unemployment Benefits

The directions below are for non-native English speakers who may need to reference one of the following languages. The text reads:

To ask questions about or to apply for unemployment benefits, call 414-435-7069 between 7:45 AM and 4:30 PM on Monday - Friday. An interpreter will be provided for Unemployment Insurance services at no cost.

▪ Shqip - Albanian

Për pyetje lidhur me përfitimet e papunësisë ose për të kërkuar përfitime papunësie, telefononi: 414-435-7069 nga ora 7:45 paradite deri 4:30 mbasdite nga e hëna deri të premten. Do t'ju vihet në dispozicion një përkthyes falas për shërbimet e Sigurimit të Papunësisë.

▪ Bosanski/Hrvatski/Srpski - Bosnian/Croatian/Serbian

Za pitanja o beneficijama u toku nezaposlenosti (unemployment benefits) ili da se za njih prijavi, nazovite 414-435-7069 između 7:45 i 16:30 od ponedjeljka do petka. Besplatan tumač će biti obezbeđen za usluge osiguranja tokom nezaposlenosti (Unemployment Insurance).

▪ ຄົນລາວ - Laotian

ຖ້າທ່ານຕ້ອງການຕິດຕໍ່ຂໍຊາບລາຍລະອຽດກ່ຽວກັບສະຖານະການຊ່ວຍເຫລືອຄົນຕົກວຽກ ຫລືຕ້ອງການຮ້ອງຂໍເອົາສະຖານະການດັ່ງກ່າວ, ໃຫ້ໂທຫາ 414-435-7069 ຕັ້ງແຕ່ 7:45 ໂມງເຊົ້າ ຫາ 4:30 ໂມງແລງ ວັນຈັນ ຫາ ວັນສຸກ. ຈະຈັດຫາພາສາລາວໄວ້ສຳຫລັບການບໍລິການທາງດ້ານການປະກັນການຕົກວຽກ ໂດຍບໍ່ຄິດຄ່າບໍລິການໃດ ໆ ທັງສິ້ນ.

▪ Język polski - Polish

Uzyskać informację o zasiłkach dla bezrobotnych albo złożyć podanie o nie można dzwoniąc na numer 414-435-7069 między 7.45 a 16.30 od poniedziałku do piątku. W załatwianiu spraw związanych z ubezpieczeniem od bezrobocia zapewniamy bezpłatne usługi tłumacza.

▪ Русский - Russian

Задать вопросы о пособии по безработице или подать заявление о назначении этого пособия можно, позвонив по телефону 414-435-7069 с 7:45 до 16:30 с понедельника по пятницу. Услуги переводчика в связи со страхованием от безработицы будут предоставляться бесплатно.

▪ Soomaali - Somali

Si aad u codsatid munaafacooyinka shaqola'aanta ama aad su'aalo u wedydiisid, waxaad wacdaa 414-435-7069 inta u dhexeysa 07:45 aroornimo ilaa 4:30 galabnimo ee Isniin ilaa Jimce. Wixii la xiriiira adeegyada Caymiska Shaqola'aanta waxaa si kharash la'aan ah laguugu keeni doona turjubaan.

▪ Tiếng Việt – Vietnamese

Muốn nêu câu hỏi hoặc nạp đơn hưởng trợ cấp thất nghiệp, xin gọi 414-435-7069 từ 7 giờ 45 sáng đến 4 giờ 30 chiều, từ thứ Hai đến thứ Sáu. Chúng tôi có phiên dịch viên miễn phí cho những dịch vụ Bảo hiểm Thất nghiệp.

