

WISCONSIN

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.

How To Apply

STEPS TO APPLY ONLINE:

- Type into the internet browser: my.unemployment.wisconsin.gov
- Read & accept Terms and Conditions
- Create a username and password
- Login to access online benefit services
- Complete your application

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 for 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

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 414-438-7713 or 608-232-0824 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

DWD 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 call 414-438-7713 or 608-232-0824 or TTY 1-438-239-8914 during business hours.

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 (e.g., on bulletin boards, near time clocks). 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.wis.gov/dwd/publications/widcse.htm> or call 414-438-7705 or 608-232-0633 to request copies.

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. (R 102017)

WISCONSIN BONE MARROW AND ORGAN DONATION LEAVE ACT

Section 102.11, Wisconsin Statutes, requires all employers with 25 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 25 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. Employees may have leave policies that are more generous than those 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:

STATE OF WISCONSIN
 DEPARTMENT OF WORKFORCE DEVELOPMENT
 EQUAL RIGHTS DIVISION

PO BOX 8028
 MADISON WI 53708
 Telephone: (608) 296-6800
 TTY: (608) 264-8752

818 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. (R 102018)

Employee Protections Against Use of Honesty Testing Devices

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 or requiring that an employee or applicant take an honesty test is prohibited or heavily regulated. Further, employers may not discriminate against a person who refuses to take a test or objects to the test.

Exceptions

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

Honesty tests can be used by law enforcement agencies and certain businesses engaged in promoting security services, alarm systems, and insurance, and manufacturers, distributors and 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 answer without notice of the questions to be asked.

Enforcement

Violence of unlawful honesty testing may file a complaint within 300 days after the date the unfair practice was discovered, or at the end of the time bar.

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:

STATE OF WISCONSIN
 DEPARTMENT OF WORKFORCE DEVELOPMENT
 EQUAL RIGHTS DIVISION

201 E WASHINGTON AVE, ROOM A100
 PO BOX 8028
 MADISON WI 53708
 Telephone: (608) 296-6800
 TTY: (608) 264-8752

818 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. (R 102011)

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 specified below:

State and federal laws also prohibit minors under 18 to work up to seven days per week in the delivery of newspapers and publications, in most other forms of labor, unless hours 10 may only work one day a week. Most employers must obtain work orders for minors before permitting them to work. For further information, see the Wisconsin Department of Workforce Development (DWD) 4752.

| Maximum Hours of Work for 14 & 15 Year-Old Minors | After Labor Day Through May 31 | June 1 Through Labor Day |
|---|--------------------------------|--------------------------|
| Daily Hours | 8 hours | 8 hours |
| Non-School Days | 8 hours | 3 hours |
| School Days | 3 hours | 3 hours |
| Weekly Hours | 40 hours | 40 hours |
| School Weeks | 18 hours | 18 hours |
| Permitted Times of Day | 7am-7pm | 7am-6pm |

Employers subject to both federal and state laws must comply with the more stringent section of the law. State child labor laws generally prohibit working during hours 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 times of day restrictions even though they may work for years that are longer during the same day or week.

Minors under 14 years of age are allowed to work in certain occupations (e.g., street vendors, agriculture, and non-school labor) or in other jobs that the Wisconsin Department of Workforce Development (DWD) 4752. For more information, see the Wisconsin Department of Workforce Development (DWD) 4752.

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

Minors 14 & 15 years of age who are employed after 11:00 pm must have 9 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 \$5.00 per hour for the first 60 days of employment. On the 61st day, the wage must increase to \$7.25 per hour.

For further information about the federal child labor laws call (800) 441-5221, or write to U.S. Department of Labor, 100 North Capitol Street, Suite 3100, Washington, DC 20540.

For further information about the state child labor laws, call the Social Rights Division at Madison (608) 269-0800 or Milwaukee (414) 227-4384.

STATE OF WISCONSIN
 DEPARTMENT OF WORKFORCE DEVELOPMENT
 EQUAL RIGHTS DIVISION

PO BOX 8028
 MADISON WI 53708
 Telephone: (608) 296-6800
 TTY: (608) 264-8752

818 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. (R 102017)

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

Under Wisconsin law (Wis. Stat. 118.07), employees have certain rights and employers have certain obligations to notify 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 cessation of an employer's site or if one or more facilities or operating units at an employment site or within a single municipality that affects 25 or more employees and including "new" or "old" 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 (including new or old employees) at an employment site or within a single municipality:

- At least 25% of the employer's workforce or 25 employees, whichever is greater;
- All of the 500 employees.

Employers are covered if their employment is terminated or substantially discharged for cause, voluntary resignation, or otherwise. If they do not fit into these categories, if their hours are reduced more than 50 percent during each month of any 90-day period, or if the result of a business closing or mass layoff. New or old employees - who have been employed for more than 90 days of the 12 months preceding the date on which notice is required or who average more than 20 hours of work per week - are not covered.

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 the state. The federal or state government need not provide such notice, charitable or not-for-profit institutions and organizations, and independent contractors are not covered under this law. The law does not apply to seasonal or temporary employment, independent contractors, retail or non-retail closures, temporary cessation of operations, or businesses in financial trouble.

What employees are entitled to receive notice?

Employees are entitled to receive notice if they are covered as part of "business closing" or "mass layoff." New or old employees may also be notified in some other situations where there is a "business closing" or "mass layoff."

What can employees request if notice is received and not given?

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

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 8028
 MADISON WI 53708
 Telephone: (608) 296-6800
 TTY: (608) 264-8752

818 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. (R 102014)

WISCONSIN FAMILY AND MEDICAL LEAVE LAW

Section 102.11, Wisconsin Statutes, requires all employers with 25 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 25 or more permanent employees must allow employees of either sex:

- Up to six (6) weeks leave in a calendar year for the birth or placement of the employee's child, provided the leave begins within one (10) weeks of the birth or placement of that child.
- Up to ten (10) weeks of leave in a calendar year for the care of a child, spouse, domestic partner, as defined in § 40.02(2)(b) or 770.01(1) or parent or a parent of a domestic partner, as defined in § 40.02(2)(b).

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 that are more generous than those required by the law.

A complaint concerning a denial of rights under this law must be filed within 30 days after the violation occurs, 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:

STATE OF WISCONSIN
 DEPARTMENT OF WORKFORCE DEVELOPMENT
 EQUAL RIGHTS DIVISION

201 E WASHINGTON AVE, ROOM A100
 PO BOX 8028
 MADISON WI 53708
 Telephone: (608) 296-6800
 TTY: (608) 264-8752

818 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. (R 102014)

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 Employers for Caddies

| | | | |
|--------|-----------------|----------|---------|
| Adults | \$7.25 per hour | 9 Holes | \$5.90 |
| Minors | \$7.25 per hour | 18 Holes | \$10.00 |

WISCONSIN MAXIMUM ALLOWANCES FOR BOARD AND LODGING Effective July 24, 2009

Non-Agricultural Employment

Non-Opportunity Employees: \$72.00 Per Week
 Opportunity Employees: \$72.00 Per Week

Meals: \$4.15 Per Meal
 Lodging: \$3.35 Per Meal

Agricultural Employment

All Employees: \$58.00 Per Week
 Lodging: \$3.30 Per Meal

Camp Counselor Employment

Weekly Salary for All Employees (Adults and Minors)

| | | | | |
|-----------------|----------|------------|---------------------|----------|
| Board & Lodging | \$210.00 | Board Only | No Board or Lodging | \$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 address if the employee is receiving the required minimum wage rate.

For more information contact:

STATE OF WISCONSIN
 DEPARTMENT OF WORKFORCE DEVELOPMENT
 EQUAL RIGHTS DIVISION

201 E WASHINGTON AVE, ROOM A100
 PO BOX 8028
 MADISON WI 53708
 Telephone: (608) 296-6800
 TTY: (608) 264-8752

818 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. (R 102014)

Notice to Employers / Employees

Your state has the most 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 Labor Standards Act in addition to this state posting. According to the Dept. of Labor, state 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 102.11, Wisconsin Statutes, requires that all employers with 25 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 policies.

Under state law all employers with 25 or more permanent employees must allow employees of either sex:

- Up to six (6) weeks leave in a calendar year for the birth or placement of the employee's child, provided the leave begins within one (10) weeks of the birth or placement of that child.
- Up to ten (10) weeks of leave in a calendar year for the care of a child, spouse, domestic partner, as defined in § 40.02(2)(b) or 770.01(1) or parent or a parent of a domestic partner, as defined in § 40.02(2)(b).

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 that are more generous than those required by the law.

A complaint concerning a denial of rights under this law must be filed within 30 days after the violation occurs, 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:

STATE OF WISCONSIN
 DEPARTMENT OF WORKFORCE DEVELOPMENT
 EQUAL RIGHTS DIVISION

201 E WASHINGTON AVE, ROOM A100
 PO BOX 8028
 MADISON WI 53708
 Telephone: (608) 296-6800
 TTY: (608) 264-8752

818 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. (R 102014)

ADP
 C0617
 130 131 134 135 SP-WI-E

ADP Logo and text: ADP Always Designing for People

Compliance Date June 2017

