FED

What is FMLA leave?

you need FMLA leave.

Wage and Hour Division (WHD) enforces the FMLA for most employees

The birth, adoption or foster placement of a child with you,

parent who is a military servicemember

Am I eligible to take FMLA leave?

Personnel Management.

How do I request FMLA leave?

FED

bases of:

Who is Protected?

Religion

Disability

National origin

Age (40 and older)

Job applicants

and temporary employees

Union members and applicants for membership in

What Types of Employment Discrimination are

Under the EEOC's laws, an employer may not discriminate

against you, regardless of your immigration status, on the

Sex (including pregnancy, childbirth, and related

medical conditions, sexual orientation, or gender

Genetic information (including employer requests

for, or purchase, use, or disclosure of genetic tests,

Retaliation for filing a charge, reasonably opposing

discrimination, or participating in a discrimination

exercising rights regarding disability discrimination

genetic services, or family medical history)

Interference, coercion, or threats related to

State and local governments (as employers)

What Employment Practices can be Challenged as

Educational institutions (as employers)

Pay (unequal wages or compensation)

Failure to provide reasonable accommodation for a

disability; pregnancy, childbirth, or related medical

condition; or a sincerely-held religious belief,

Obtaining or disclosing genetic information of

Requesting or disclosing medical information of

from opposing discrimination, filing a charge, or

participating in an investigation or proceeding

Conduct that coerces, intimidates, threatens, or

interferes with someone exercising their rights, or

exercise rights, regarding disability discrimination

(including accommodation) or pregnancy

someone assisting or encouraging someone else to

Conduct that might reasonably discourage someone

lawsuit, investigation, or proceeding

or pregnancy accommodation

What Organizations are Covered?

Most private employers

All aspects of employment, including:

Hiring or promotion

observance or practice

Discharge, firing, or lay-off

Staffing agencies

Discriminatory?

conduct)

Benefits

Job training

Classification

employees

accommodation

Assignment

Generally, to request FMLA leave you must

You work for a covered employer.

You are an **eligible employee** if **all** of the following apply:

You have worked for your employer at least 12 months,

You work for a **covered employer** if **one** of the following applies:

workweeks in the current or previous calendar year.

Airline flight crew employees have different "hours of service" requirements.

Follow your employer's normal policies for requesting leave, Give notice at least 30 days before your need for FMLA leave, or

If advance notice is not possible, give notice as soon as possible

You work for an elementary or public or private secondary school, or

Your serious mental or physical health condition that makes you unable to work,

Certain qualifying reasons related to the foreign deployment of your spouse, child or

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or

with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month

otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on

a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any

You have at least 1,250 hours of service for your employer during the 12 months before

Your employer has at least 50 employees within 75 miles of your work location.

You work for a private employer that had at least 50 employees during at least 20

You work for a public agency, such as a local, state or federal government agency. Most

federal employees are covered by Title II of the FMLA, administered by the Office of

employer-provided paid leave if your employer's paid leave policy covers the reason for which

FED **EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT**

FEDERAL MINIMUM WAGE \$7.25 PER HOUR

The law requires employers to display this poster where employees can readily see it.

At least 1½ times the regular rate of pay for all hours worked over 40 in a

An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the

a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they

claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the **PUMP AT WORK**

DEPARTMENT OF LABOR

WI

ADDITIONAL INFORMATION Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements. Special provisions apply to workers in American Samoa, the

complaint or participate in any proceeding under the FLSA.

LABOR

LAWS

may be used by the employee to express breast milk.

The Department has authority to recover back wages and an equal

amount in liquidated damages in instances of minimum wage, overtime,

and other violations. The Department may litigate and/or recommend

criminal prosecution. Employers may be assessed civil money penalties

for each willful or repeated violation of the minimum wage or overtime

pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money

penalties may be assessed for each child labor violation that results in the

be doubled when the violations are determined to be willful or repeated.

death or serious injury of any minor employee, and such assessments may

The law also prohibits retaliating against or discharging workers who file a

Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply with both. Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA.

employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not. Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

It is important to know the difference between the two because

1-866-487-9243 www.dol.gov/agencies/whd

Wisconsin Maximum Allowances for

Board and Lodging

All Employees

Weekly Salary for All Employees [Adults and Minors]

When board or lodging provided by an employer is accepted and received by

from the worker's paycheck. The amounts deducted are used to determine if

an employee, the employer is permitted to deduct up to the above amounts

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

Minors under 18 years of age may not work more than 6 consecutive hours

of rest between the end of one shift and the start of the next shift.

Division in Madison (608) 266-6860 or Milwaukee (414) 227-4384.

without having a 30-minute, duty free meal period.

wage must increase to \$7.25 per hour.

ERD-9212-P

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

Minors 16 & 17 years of age who are employed after 11:00 pm must have 8 hours

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

For further information about the federal child labor laws call (608) 441-5221

For further information about the state child labor laws, call the Equal Rights

DEPARTMENT OF WORKFORCE DEVELOPMENT — EQUAL RIGHTS DIVISION

PO BOX 8928 MADISON WI 53708

TELEPHONE: (608) 266-6860

Website: https://dwd.wisconsin.gov/er/

DWD is an equal opportunity employer and service provider. If you have a disability

Advance Notice Required

When Employers Decide to Cease

Providing a Health Care Benefit Plan

A: Employees, any union representing employees of the business, retirees, and

dependents of employees and retires currently covered by the health care plan

are entitled to receive 60 days' written notice that the benefits will cease.

Q: If I have questions concerning this requirement or if I wish to file a

STATE OF WISCONSIN

819 N 6TH ST

· If you served in the military in the last 18 months,

• If you are a federal civilian employee, Form SF-50

DWD is an equal opportunity employer and service provider. It

you have a disability and need assistance with this information

please dial 7-1-1 for Wisconsin Relay Service. Please contact th

free at (844) 910-3661 to request information in an alternate

nt Insurance Division at (414) 435-7069 or toll

n.gov/dwd/publications/ui/notice.htm or

For more information on how to apply for

dwd.wi.gov/uiben/handbook or scan here:

ormat, including translated to another language

Notice to Employers: All employers covered by

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

Notice to Employees: The federal Social Security Act

requires that you give us your social security number. It

TELEPHONE: (414) 227-4384

to each employee. For additional copies, visit:

Form DD-214.

UI benefits, go to

call (414) 438-7705

MILWAUKEE WI 53203

TELEPHONE: (414) 227-4384

REV. 06/2020

Wisconsin law (Wis. Stat. § 109.075) requires employers who plan to

discontinue health care benefits to current employees, retirees, and

dependents of employees or retirees in some instances to provide the

and need assistance with this information, please dial 7-1-1 for Wisconsin Relav

Service. Please contact the Equal Rights Division at (608) 266-6861 to request

information in an alternate format, including translated to another language

or write to U.S. Department of Labor, Wage & Hour, 740 Regent Street, Suite 102,

\$87.00 Per Week

\$4.15 Per Meal

\$58.00 Per Week

\$8.30 Per Day

Board Only No Board or Lodging

REV. 06/2020

REV. 06/2020

Non-Opportunity Employees

\$87.00 Per Week

\$4.15 Per Meal

\$58.00 Per Week

\$8.30 Per Day

Agricultural Employment

Meals

Lodging

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

3 hours

40 hours

18 hours

7am-9pm

Camp Counselor Employment

Board & Lodging

\$210.00

the employee is receiving the required minimum wage rates.



Opportunity Employees

\$70.80 Per Week

\$3.35 Per Meal

\$47.20 Per Week

\$6.75 Per Dav

REV. 04/2023

EMPLOYEE POLYGRAPH PROTECTION ACT

FED

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

EMPLOYEE RIGHTS

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other

to tests given by the Federal Government to certain private individuals engaged in national The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector.

Federal, State and local governments are not affected by the law. Also, the law does not apply

subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of

private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining

EXAMINEE RIGHTS Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. WAGE AND

agreement which is more restrictive with respect to lie detector tests.

DEPARTMENT OF LABOR UNITED STATES OF AMERICA

FED

HOUR DIVISION UNITED STATES

1-866-487-9243 www.dol.gov/agencies/whd

REV. 02/2022

YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT

AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the

uniformed services. REEMPLOYMENT RIGHTS You have the right to be reemployed in your civilian job if you leave that job to perform service

you ensure that your employer receives advance written or verbal notice of your you have five years or less of cumulative service in the uniformed services while with that particular employer

you return to work or apply for reemployment in a timely manner after conclusion of service; and you have not been separated from service with a disqualifying discharge or under other If you are eligible to be reemployed, you must be restored to the job and benefits you

would have attained if you had not been absent due to military service or, in some cases, a

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

are a past or present member of the are obligated to serve in the uniformed uniformed service; service; have applied for membership in the uniformed service; o

then an employer may not deny you: initial employment; promotion; or any benefit of employment reemployment; retention in employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection. HEALTH INSURANCE PROTECTION

If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed,

exclusions) except for service-connected illnesses or injuries. The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at

generally without any waiting periods or exclusions (e.g., pre-existing condition

https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra. If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as You may also bypass the VETS process and bring a civil action against an employer for

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: nttps://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel Employer Support of the Guard and Reserve • 1-800-336-4590

REV. 05/2022

Disability

Religious or Political Matters

violations of USERRA.

Wisconsin Fair Employment Law

National Origin

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:

Use of Lawful Products Color Arrest or Conviction Ancestry **Honesty Testing**

Marital Status Pregnancy or Childbirth Sexual Orientation Creed (Religion) Genetic Testing Age (40 or Over) Military Service Declining to Attend a Meeting or Participate in any Communication About

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

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

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: STATE OF WISCONSIN

EQUAL RIGHTS DIVISION 201 E WASHINGTON AVE ROOM 819 N 6TH ST

A100 **ROOM 723** PO BOX 8928 **MILWAUKEE WI 53203** MADISON WI 53708 TELEPHONE: (414) 227-4384

TELEPHONE: (608) 266-6860 Website: https://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.

Employee Rights under Wisconsin's Business Closing/Mass Layoff Notification Law Under Wisconsin law, employees have certain rights and employers have certain

obligations to give proper notice to their employees and others before taking

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: At least 25% of the employer's workforce or 25 employees,

whichever is greater or 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

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

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

STATE OF WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT EQUAL RIGHTS DIVISION

201 E WASHINGTON AVE ROOM A100 819 N 6TH ST PO BOX 8928 **ROOM 723** MADISON WI 53708 **MILWAUKEE WI 53203** TELEPHONE: (608) 266-6860 TELEPHONE: (414) 227-4384 Website: https://dwd.wisconsin.gov/er/

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REV. 06/2020

TWO ways to verify poster compliance! **QR CODE** Scan with phone camera: Go to: JJKeller.com/LLPverify

Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.
- hazards, including all hazardous substances in your workplace.
- of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- speak in private to the inspector.
- (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Reguest copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

Enter this code: 69510-102025

Your Employee Rights Under the Family and Medical Leave Act

You do <u>not</u> have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You <u>must</u> also The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **inform your employer if FMLA leave was previously taken** or approved for the same reason job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's when requesting additional leave. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

Your **employer** may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical To care for your spouse, child or parent with a serious mental or physical health condition, leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel

Management or Congress What does my employer need to do?

If you are eligible for FMLA leave, your employer must: Allow you to take job-protected time off work for a qualifying reason, Continue your group health plan coverage while you are on leave on the same basis as if

Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave. Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation. After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer** must confirm whether you are eligible or not eligible for FMLA leave. If your

employer determines that you are eligible, your employer must notify you in writing: About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint process

> DEPARTMENT OF LABOR **UNITED STATES OF AMERICA WAGE AND HOUR DIVISION**



UNITED STATES DEPARTMENT OF LABOR

Know Your Rights: Workplace Discrimination is Illegal The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in

employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help. **Protected Veteran Status** What can You Do if You Believe Employees (current and former), including managers The Vietnam Era Veterans' Readjustment Assistance Act of

> Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx

> > www.eeoc.gov/field-office)

Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination.

U.S. Equal Employment Opportunity Commission

1-800-669-4000 (toll free) 1-800-669-6820 (TTY) 1-844-234-5122 (ASL video phone) an EEOC field office (information at

info@eeoc.gov Additional information about the EEOC, including information about

following bases:

filing a charge of discrimination, is available at www.eeoc.gov.

CONTRACTS OR SUBCONTRACTS The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the

EMPLOYERS HOLDING FEDERAL

Race, Color, Religion, Sex, Sexual Orientation, **Gender Identity, National Origin** Executive Order 11246, as amended, prohibits employmen discrimination by Federal contractors based on race, color, Harassment (including unwelcome verbal or physical religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of

> Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or

opportunity in all aspects of employment

Disability Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors.

Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level

discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans. Retaliation Retaliation is prohibited against a person who files a

1974, as amended, 38 U.S.C. 4212, prohibits employment

complaint of discrimination, participates in an OFCCI proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under

If you are deaf, hard of hearing, or have a speech

https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal

disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job f you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

REV. 06/27/2023

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.

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

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

PO BOX 8928 819 N 6TH ST, ROOM 723 **MILWAUKEE WI 53203 MADISON WI 53708** TELEPHONE: (608) 266-6860 TELEPHONE: (414) 227-4384

Website: https://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 anguage, please contact us

REV. 06/2020

- Request a confidential OSHA inspection
- File a complaint with OSHA within 30 days

ONLINE

OFCCP's authorities should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free)

disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact.

Race, Color, National Origin, Sex

financial assistance. Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of

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

have leave policies, which are more generous than leaves required by the law

complaint about a denial of rights under the law contact: STATE OF WISCONSIN **DEPARTMENT OF WORKFORCE DEVELOPMENT**

- Receive information and training on job
- Participate (or have your representative) participate) in an OSHA inspection and

EQUAL RIGHTS DIVISION



of an eye.

the alleged violations.

- **Employers must:** Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or
- reporting a work-related injury or illness. Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace. Post OSHA citations at or near the place of

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov



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from view and free from intrusion from coworkers and the public, which

BEGINNING JULY 24, 2009

CHILD LABOR

Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural **TIP CREDIT**

Employers of "tipped employees" who meet certain conditions may claim

The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for her nursing child for one year

after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded

WAGE AND HOUR DIVISION UNITED STATES OF AMERICA UNITED STATES DEPARTMENT OF LABOR

Wisconsin Minimum Wage Rates

Effective July 24, 2009 (Wis. Stat. ch. 104) Minimum Wage Rates for Tipped General Minimum Wage Rates Ion-Opportunity Non-Opportunity Opportunity **Employees:** Employees:

- \$5.90 per Hour \$7.25 per Hour \$2.33 per Hour \$2.13 per Hour
- All A \$7.25 per Hour

For more information contact:

ERD-9247-P

- STATE OF WISCONSIN **DEPARTMENT OF WORKFORCE DEVELOPMENT EQUAL RIGHTS DIVISION** 819 N 6TH ST ROOM 723 **201 E WASHINGTON AVE, ROOM A100** MADISON WI 53703 MILWAUKEE WI 53203 **PO BOX 8928**
 - **MADISON WI 53708-8928** TELEPHONE: (414) 227-4384 TELEPHONE: (608) 266-6860

Effective July 24, 2009 Employees: **Employees**: Non-Agricultural Employment

	_		_		
te: "Opportunity employee" means an employee who is not yet 20 years old and o has been in employment status with a particular employer for 90 or fewer secutive calendar days from the date of initial employment.					
nimum Wage Rates for Agricultural Employees			Minimum Rates for Caddies		
Adults	\$7.25 per Hour		9 Holes	18 Holes	

Website: https://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.

- NOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that the employee is entitled o the higher minimum wage rate.
- WI **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

School Days

Non-School Weeks

School Weeks

programs operated by the school

<u>leekly Hours</u>

same day or week

them to work. For further information, see the Wisconsin Employment of Minors Guide (ERD-4758-P). Maximum Hours of Work for After Labor Da June 1 through 14 & 15 year-old minors through May 31 Labor Day Daily Hours Non-School Days 8 hours 8 hours

3 hours

40 hours

18 hours

7am-7pm

Most employers must obtain work permits for minors under 16 before permitting

Permitted Time of Day Employers subject to both federal and state laws must comply with the more tringent 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

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

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

Employers who use honesty testing must display this poster in one or more

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

Honesty tests **can be used** by law enforcement agencies and certain businesses

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MILWAUKEE WI 53203

TELEPHONE: (414) 227-4384

engaged in providing security services, alarm systems, and who manufacture,

conspicuous places where notices to employees are customarily posted.

- An employer may request that an employee take a test in connection with an
- 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. Victims of unlawful honesty testing may file a complaint within 300 days after the

STREET ADDRESS:

date the unfair honesty testing occurred, at one of the offices below. STATE OF WISCONSIN **DEPARTMENT OF WORKFORCE DEVELOPMENT EQUAL RIGHTS DIVISION**

distribute or sell controlled substances.

201 E WASHINGTON AVE ROOM A100 **MADISON WI 53703** MAILING ADDRESS: **PO BOX 8928**

MADISON, WI 53708-8928 TELEPHONE: (608) 266-6860

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Website: https://dwd.wisconsin.gov/er/

You are totally unemployed,

- ligible. Only DWD can determine if you will qualify. **MPORTANT:** You must file an initial claim application vithin seven days of the end of the calendar week n which you want to receive an Unemployment nsurance (UI) benefit payment. **How to Apply**
- Your weekly earnings are reduced, or You expect to be laid off within the next 13 weeks. **Insure if you will qualify?** Apply to find out if you are
- Go to my.unemployment.wisconsin.gov Read and accept terms and conditions. Create a username and password. You may need to verify your identity as part of this step. If you need to verify your identity.
- you will not be able to file a claim until your identity is verified. Log on to access your Claimant Portal. Complete your initial claim application. Apply online during these times: 9:00 a.m. - Midnight Monday - Friday Available 24 Hours
- Saturday Midnight - 3:00 p.m.

WI

- **Wisconsin Family and Medical Leave Act** Section 103.10, Wisconsin Statutes, requires that all employers with 50 or more more employees are required to post their particular leave policy Under state law all employers with 50 or more permanent employees must allow 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)
- 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 ERD-7983-P 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 employees display a copy of this poster in the workplace. Employers with 25 or
- 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 This law only applies to an employee who has worked for the employer more than 52
- 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,

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.

O: Who is an affected individual entitled to this notice?

- Why should an affected person file a complaint about not recei 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 premium(s) for the period without notice or the actual value of medical expenses incurred during the non-notification period (maximum of
 - complaint about not receiving notice, whom should I contact? A: Contact either the Equal Rights Division in Milwaukee or Madison listed DEPARTMENT OF WORKFORCE DEVELOPMENT **EQUAL RIGHTS DIVISION**

ROOM A100

PO BOX 8928

MADISON WI 53708

201 E WASHINGTON AVE,

- TELEPHONE: (608) 266-6860 Website: https://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 ERD-11054-P
- **Notice to Employees About Applying for Wisconsin Unemployment Benefits** For access to a computer and workforce services: Visit your closest Job Center

For help using online services or if you are unable

Call the Wisconsin Unemployment Help Center at

(414) 435-7069 or toll-free (844) 910-3661 during

onsinjobcenter.org/directory

· For filing online:

• A username and password. • An authentication method (phone number or authenticator app). 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' addresses (including zip code).

Reason for no longer working with each

• First and last dates of work with each employer.

number, document number, and expiration date.

Employers' business names.

· Employers' phone numbers.

Information You Need To Apply

- will be used to verify your identity and determine your eligibility. If you do not provide your social security • If you want UI benefit payments by direct deposit, number, we cannot take your claim your bank's routing number and your account If you are a union member, the name and local number of your union hall · If you are not a U.S. citizen, your alien registration
 - 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 819 N 6TH ST **PO BOX 8928 ROOM 723**
 - Website: https://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.
 - **REV. 06/2020**
 - This poster is in compliance with federal and state posting requirements.

REV. 10/31/2025