



WISCONSIN

Notice to Employees About Applying for WISCONSIN UNEMPLOYMENT BENEFITS

dwd.wisconsin.gov/ibn/handbook/apply.htm

When To Apply

- You are totally unemployed.
 - Your weekly earnings are reduced.
 - You expect to be laid off within the next 13 weeks, or
 - You are participating in the Trade Adjustment Assistance (TAA) program.
- Unsure if you will qualify?** Apply to find out if you are eligible. Only DWD can determine if you will qualify.
- IMPORTANT:** You must file an initial claim application within seven days of the end of the calendar week in which you want to receive a UI benefit payment.

Information You Need To Apply

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

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please call 800-362-7389 for Wisconsin Relay Service. Please contact the Unemployment Insurance Division at (414) 435-7069 or toll-free at (644) 910-3661 to request information in an alternate format, including translated to another language.

How To Apply

- Go to myunemployment.wisconsin.gov
 - Read and accept terms and conditions.
 - Create a username and password.
- Note: When you authorize to use online services, you may be required to complete an identity verification letter with a code that must be entered within seven days.
 - Log on to access your claimant portal.
 - Complete your initial claim application.

Apply online during these times:

Sunday	9:00 AM – Midnight
Monday – Friday	Available 24 Hours
Saturday	Midnight – 3:00 PM

Need Help?

- For access to a computer and workforce services:
- Visit your closest Job Center wisconsinjobcenter.org/locator
- For help using online services or if you are unable to go online:
- Call Unemployment Insurance (UI) at (414) 435-7069 or toll-free (844) 910-3661 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. If employers do not have a permanent work site regularly accessed by employees, an individual copy to be provided to each employee. For additional copies, visit dwd.wisconsin.gov/dwd/publications/all_notices.htm or call (414) 438-7705.

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.

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. § 118.25. State and federal laws also control when under 18s may work to ensure proper work in the delivery of newspapers and agriculture. In most other types of labor, minors under 18 may only work one day a week. Most employees must obtain work permits for minors under 16 before permitting them to work. For further information, see the Wisconsin Employment and Unemployment Act (Wis. Stat. §§ 118.25-118.35).

Maximum Hours of Work for 14 & 15 Year-Old Minors	After Labor Day through May 31	June 1 through Labor Day
Daily Hours		
Non-School Days	8 hours	8 hours
School Days	2 hours	3 hours
Weekly Hours		
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 not permitted to be employed in certain occupations such as food, agriculture, and work in nuclear power programs. See the Wisconsin Employment and Unemployment Act (Wis. Stat. §§ 118.25-118.35) for more details. These minors are subject to the same hourly and time-of-day restrictions as minors who are 14, 15, or 16 years of age.

Minors under 18 years of age may not work more than consecutive hours without having a 20-minute, daily free rest period.

Minors 16 & 17 years of age who are employed after 1:00 pm must have 8 hours of rest before the end of the next shift of the next day.

Minimum Wage for minors is \$7.25 per hour. Employers may pay an "Opportunity Wage" of \$5.00 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 on the hours of child labor, 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) 262-6880 or Milwaukee (414) 227-4384.

DEPARTMENT OF WISCONSIN DEVELOPMENT EQUAL RIGHTS DIVISION
 PO BOX 8028
 MADISON WI 53708
 Telephone: (608) 266-6880
 Website: <https://dwd.wisconsin.gov/>

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please contact the Equal Rights Division at (608) 266-6880 or toll-free at (644) 910-3661 to request information in an alternate format, including translated to another language. (R 06/2020)

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

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 employees" means an employee who is not yet 20 years old and who has been employed 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		Minimum Rates for Caddies	
Adults	\$7.25 per Hour	9 Holes	\$5.00
Minors	\$7.25 per Hour	18 Holes	\$10.00

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

Non-Agricultural Employment	
Meals	\$87.00 Per Week
Lodging	\$68.00 Per Week
Meals	\$4.15 Per Meal
Lodging	\$6.75 Per Day

Opportunity Employees:	
Meals	\$70.00 Per Week
Lodging	\$47.50 Per Week
Meals	\$4.15 Per Meal
Lodging	\$6.75 Per Day

Agricultural Employment All Employees

All Employees	
Meals	\$87.00 Per Week
Lodging	\$68.00 Per Week
Meals	\$4.15 Per Meal
Lodging	\$8.30 Per Day

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

Salary Rates	Board & Lodging	Meals Only	No Board or Lodging
Adults	\$210.00	\$205.00	\$195.00
Minors	\$170.00	\$165.00	\$155.00

When board or lodging provided by an employer is accepted and received by an employee, the employee 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.

For more information contact:

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Notice to Employers / Employees

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

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 to take leave:

- 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, or a parent of the employee who is unable to care for 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.

The 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 part or unpaid leave provided by the employer for Wisconsin Family and Medical Leave. Employees may have leave policies, which 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:

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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 at least:

- 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 to sign 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 part or unpaid leave provided by the employer for Wisconsin Bone Marrow or Organ Donation Leave. Employees may have leave policies, which are more generous than 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:

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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 conspicuous places where notices to employees are customarily posted.

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

Exceptions

An employer may request that an employee take a test in connection with an investigation involving economic loss or harm to customers 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 other protective, alarm or surveillance related businesses.

Employee & Applicant Rights

Any illegally demanded honesty test is subject to select safeguards, including an employee's right to proper notice, the right to discontinue a test at any time and the right to address 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, or the date of the above notice.

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

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

Who 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 intent to cease providing health care benefits to affected parties.

Who is an affected individual entitled to this notice?

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

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

A. A person who did not receive proper notice may receive either the rate of the insurance premiums for the period without notice or the actual value of medical expenses incurred during the non-notice period (maximum of 60 days).

Q. If I have questions concerning this requirement or I wish to file a complaint about not receiving notice, whom should I contact?

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

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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 closing certain actions.

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

A "business closing" means either there is a permanent or temporary shutdown of an employment site or of one or more facilities or operations with an employment site or within a geographic territory that affects 20 or more employees and includes "new" or "new hire" employees.

A "mass layoff" means either there is a reduction in the workforce that is not a "business closing" and which affects the following number of employees including new or new hire employees at an employment site within a geographic territory:

- At least 25% of the employees' workforce or 25 employees, whichever is greater or
 - At least 100 employees.
- Employees are covered if their employment is terminated or shifted to another location for cause, voluntary departures, or retirements. If they are laid off for more than 30 days, or if their hours are reduced more than 50 percent during each month of any month period, the result of a business closing or mass layoff. New or "new hire" employees who have been employed for fewer than 90 days are not covered by the law, unless a notice is provided or who average fewer than 25 hours of work per week - see next section.

What must be provided notice and when?

Employees are covered if their employment is terminated or shifted to another location for cause, voluntary departures, or retirements. If they are laid off for more than 30 days, or if their hours are reduced more than 50 percent during each month of any month period, the result of a business closing or mass layoff. New or "new hire" employees who have been employed for fewer than 90 days are not covered by the law, unless a notice is provided or who average fewer than 25 hours of work per week - see next section.

What questions are employees entitled to receive notice?

Employees are entitled to receive notice regarding the nature and extent of a "business closing" or "mass layoff" if you are a "new hire" employee who has been employed for fewer than 90 days in the 90 days preceding the date on which a notice is provided or who average fewer than 25 hours of work per week - see next section.

What can employees receive 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 receive back pay and benefits for the time that required notice was not provided. Up to a maximum of 60 days, an affected employee may also receive 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:

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Wisconsin Fair Employment Law

Section 111.25-111.30 Wisconsin Statutes and DWD 218 Wisconsin Administrative Code requires that all employers prominently display this poster in all places of employment.

This poster is to describe prohibited employees and job applicants because of their:

- Color
- Sex
- Age (40 or over)
- Nationality
- Disability
- Marital Status
- Race
- Creed (Religion)
- Sexual Orientation
- Destiny to Adhere to Military or Patriotic (in the Commonwealth)
- Actual Ancestry or Political Beliefs
- Use of Lawful Products
- Arrest or Conviction
- Handicap
- Marital Status
- Genetic Testing
- Retirement Status

This law applies to employees, employment agencies, labor unions and benefiting agencies. Employers may not require certain types of honesty testing or genetic testing as a condition of employment, nor file law an employee because of the results.

Employers may not be harassed or the workplace based on their protected status or retaliated against for filing a complaint, for assisting with a complaint, or for opposing discrimination in the workplace.

There is a 200-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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