



Notice to Employees About Applying for WISCONSIN UNEMPLOYMENT BENEFITS

When To Apply

- You are totally unemployed,
- Your weekly earnings are reduced, or
- You expect to be laid off within the next 13 weeks.

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 an Unemployment Insurance (UI) benefit payment.

How to Apply

- 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:

Sunday 9:00 a.m. – Midnight
Monday – Friday Available 24 Hours
Saturday Midnight – 3:00 p.m.

Need Help?

For access to a computer and workforce services:

Visit your closest Job Center
[wisconsinjobcenter.org/directory](http://www.wisconsinjobcenter.org/directory)

For help using online services or if you are unable to go online:

Call the Wisconsin Unemployment Help Center at (414) 435-7069 or toll-free (844) 910-3661 during business hours.

Information You Need To Apply

- 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' 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.
- You will want UI benefit payments by direct deposit, your bank's routing number and your account number.

- 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 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-6.

For more information on how to apply for UI benefits, go to dwd.ui.gov/ulbenhandbook or call this number:



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

Notice to Employees: All employees 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, visit: dwd.wisconsin.gov/dwd/publications/ui/notice.htm or call (414) 438-7505.

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.



WISCONSIN BONE MARROW AND ORGAN DONATION LEAVE ACT

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

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

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

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

A complaint concerning a denial of rights under this law must be filed within 30 days after the violation occurs or the employees 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 8928
MILWAUKEE WI 53208
Telephone: (608) 266-6860
Website: <https://dwd.wisconsin.gov/>
818 N 6TH ST, ROOM 723
MILWAUKEE WI 53203
Telephone: (414) 227-4384

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

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

Under Wisconsin law, requiring a test is subject to strict safeguards, including an economic right to proper notice, the right to disclose a test at any time and the right to advance written notice of the questions to be asked.

Exceptions

Honesty tests can be required that an employee take a test in connection with an investigation involving economic loss or injury to a business if the employee is a reasonable suspect.

Employers may use tests by law enforcement agencies and certain businesses engaged in providing security services, alarm systems, and other manufacturing, distributive or self-controlled substances.

Employer & Applicant Rights

Any legally permitted honesty test is subject to strict safeguards, including an economic right to proper notice, the right to disclose 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, or date of the offense below.

STATE OF WISCONSIN
DEPARTMENT OF WORKFORCE DEVELOPMENT
EQUAL RIGHTS DIVISION
STREET ADDRESS: 201 E WASHINGTON AVE ROOM A100
MILWAUKEE WI 53203
MAILING ADDRESS: PO BOX 8928
MILWAUKEE WI 53208-8928
Telephone: (608) 266-6860
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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 current employees, retirees and dependents of employees or retirees in some instances must provide the affected individuals with 60 days' notice of the cessation of benefits.

Q: Which employers must comply with this requirement?

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

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

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

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

A: A person who did not receive proper notice may receive either the net value 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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Hours and Times of Day Minors May Work in Wisconsin

State and federal laws do not limit the hours that minors 16 years of age or over may work, except that they may not be employed or permitted to work during hours of required school attendance under Wis. Stat. § 118.15. State and federal laws also permit minors under 18 to work up to seven days per week in the delivery of newspapers and agriculture. In most other types of labor, minors under 18 may only work six days a week. Most employers must obtain work permits for minors under 18 before permitting them to work. For further information, see the Wisconsin Employment of Minors Guide (EOP-4766-4).

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	8 hours
School Days	3 hours	3 hours
Weekly Hours	40 hours	40 hours
Non-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 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 at school-based programs). See the Wisconsin Employment of Minors Guide, EOP-4766-4 for more details. 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 3 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 their work shift and the start of their 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 30 days of employment. On the 31st day, the wage must increase to \$7.25 per hour.

For further information about the hours 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 (800) 222-4326.

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PO BOX 8928 MILWAUKEE WI 53208
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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 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 enterprise site or of more or less facilities or operating units at an enterprise 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 enterprise site or within a single municipality:

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

Employees are covered if their employment is terminated (including discharge for cause, voluntary departure, or retirement), if they are laid off for more than 30 months, or if their hours are reduced more than 50 percent during each month of any 3-month period, as the result of a business closing or mass layoff. New or low-hour employees - who have been employed for fewer than 60 of the 12 months preceding the date on which a notice is provided or who average fewer than 20 hours of work per week - are not covered.

Who is made responsible and when?

Under certain exceptions, business entities having 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, 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 business in financial trouble.

What employees are entitled to receive notice?

Employees are entitled to receive notice if they are covered as part of a "business closing" or "mass layoff." New or low-hour employees are also 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 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 111.31-111.395 Wisconsin Statutes and DWD 218 Wisconsin Administrative Code requires that all employers prominently display this poster at all places of employment.

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

- Sex
- Age (Aft or Over)
- Nationality
- Disability
- Marital Status
- Race
- Creed (Religion)
- Genetic Testing
- National Origin
- Pregnancy or Childbirth
- Sexual Orientation
- Genetic Testing
- Military Service

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

Employers may not be harassed by the workplace based on their protected status nor retaliated against for filing a complaint, for asserting 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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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

Minimum Wage Rates for All Agricultural Employees

Adults: \$7.25 per Hour
Minors: \$7.25 per Hour

Minimum Rates for Caddies

9 Holes: \$5.90
18 Holes: \$10.50

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

Non-Agricultural Employment

Meals: \$87.00 Per Week
Lodging: \$58.00 Per Week

Opportunity Employees: \$70.80 Per Meal
\$47.20 Per Week

Agricultural Employment

Meals: \$87.00 Per Week
Lodging: \$58.00 Per Week

All Employees: \$41.15 Per Meal
\$8.30 Per Day

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

Board & Lodging: \$21.00
Board Only: \$26.00
No Board or Lodging: \$50.00

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 still required to post the Federal Minimum Wage notice from the U.S. Dept. of Labor. Fair Labor Standards Act in addition to this state posting. According to the Dept. of Labor, where Federal and state law have different minimum wage rates, the higher standard applies.

This Posting is for Informational Purposes Only

Wisconsin Family and Medical Leave Act

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

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

- Up to six (6) weeks leave in a calendar year for the birth or adoption of the employer's child, providing the leave begins within sixteen (16) weeks of the birth or placement of that child.
- Up to two (2) weeks of leave in a calendar year for the care of a child, spouse, domestic partner, as defined in § 40.02(2)(b) or 77A (011) or parent or a parent of a domestic partner with a serious health condition.
- Up to two (2) weeks leave in a calendar year for the employee's own serious health condition.

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

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

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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