

# Wisconsin Fair Employment Law

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

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

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

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

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

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

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

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

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

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

Telephone: (608) 266-6860

819 N 6TH ST  
ROOM 723  
MILWAUKEE WI 53203

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 language, please contact us.

# Wisconsin Family and Medical Leave Act

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

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

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

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

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

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

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# 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 employment site or of one or more facilities or operating units at an employment site or within a single municipality that affects 25 or more employees (not including "new" or "low-hour" employees).

A "mass layoff" requires notice if there is a reduction in the workforce that is not a "business closing" and which affects the following number of employees (excluding new or low hour employees) at an employment site or within a single municipality:

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

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

## Who must provide notice and when?

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

## What employees are entitled to receive notice?

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

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

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

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

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

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PO BOX 8928  
MADISON WI 53708

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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**

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

### Minimum Wage Rates for All Agricultural Employees

**Adults**

**\$7.25 per Hour**

**Minors**

**\$7.25 per Hour**

### Minimum Rates for Caddies

**9 Holes**

**\$5.90**

**18 Holes**

**\$10.50**

**For more information contact:**

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

201 E WASHINGTON AVE, ROOM A100  
MADISON WI 53703

819 N 6TH ST ROOM 723  
MILWAUKEE WI 53203

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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 to 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 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' 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 60 days).

**Q: If I have questions concerning this requirement or if 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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DEPARTMENT OF WORKFORCE DEVELOPMENT  
EQUAL RIGHTS DIVISION**

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

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# Retaliation Protection for Health Care Workers in Wisconsin

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

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

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

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

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

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# WISCONSIN BONE MARROW AND ORGAN DONATION LEAVE ACT

**Section 103.11, Wisconsin Statutes, requires all employers with 50 or more employees to display a copy of this poster in the workplace.** Employers with 25 or more employees are required to post their particular leave policies.

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

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

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

1. Go to [my.unemployment.wisconsin.gov](https://my.unemployment.wisconsin.gov)
2. Read and accept terms and conditions.
3. 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.
4. Log on to access your Claimant Portal.
5. 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](https://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.
- If you 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-8.

For more information on how to apply for UI benefits, go to [dwd.wi.gov/uiben/handbook](https://dwd.wi.gov/uiben/handbook) or scan here:



DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Unemployment Insurance Division at (414) 435-7069 or toll-free at (844) 910-3661 to request information in an alternate format, including translated to another language.

**Notice to Employers:** All employers covered by Wisconsin's Unemployment Insurance law are required to prominently display this poster where employees will easily see it. If employers do not have a permanent work site regularly accessed by employees, an individual copy is to be provided to each employee. For additional copies, visit: [dwd.wisconsin.gov/dwd/publications/ui/notice.htm](https://dwd.wisconsin.gov/dwd/publications/ui/notice.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.