



# **NOTICE:**

## **Ban the Box**

### **Job Application Requirements**

#### **Sec. 39.08, Madison General Ordinances**

Pursuant to Section 39.08 of the Madison General Ordinances, certain contractors doing business with the City of Madison must "Ban the Box" from job applications and hiring practices – this means employers cannot ask questions about criminal and arrest record on application forms and in interviews. This is to ensure equitable opportunities for qualified applicants are available to all, and to address hiring disparities and barriers to employment faced by ex-offenders and people who have had police contacts but are qualified for the job.

This company has a contract with the City of Madison and has agreed, for the duration of the contract, to:

- **REMOVE** from all job application forms any questions, check boxes or other inquiries regarding whether the applicant has any criminal or civil arrests, charges or convictions.
- **REFRAIN** from asking an applicant in any manner about their arrest or conviction record until after a conditional offer of employment is made to the applicant.
- **NOT** conduct a formal or informal background check, including using Wisconsin Circuit Court Access Program (CCAP), until *after* making a conditional job offer.
- This applies to paid positions and unpaid internships, apprenticeships and trainee programs.
- Contractors must keep full and accurate hiring records for the City to inspect if there is a complaint.

**Applicants may file a complaint alleging a violation of the Ban the Box policy with:**

**City of Madison - Department of Civil Rights**  
**210 Martin Luther King, Jr. Blvd., City-County Building Room 523, Madison, WI 53703**  
**(608) 266-4910 - TTY: Dial 711 to reach the WI Relay Service or call 1-800-947-3529**  
**Email: [dcr@cityofmadison.com](mailto:dcr@cityofmadison.com)**

# 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 that 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:**



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



PO BOX 8928  
MADISON WI 53708  
Telephone: (608) 266-6860

819 N 6TH ST, ROOM 723  
MILWAUKEE WI 53203  
Telephone: (414) 227-4384

TTY: (608) 264-8752

TTY: (414) 227-4081

**Website: <http://dwd.wisconsin.gov/er/>**

The Department of Workforce Development is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format or need it translated to another language, please contact us.

# 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.

## 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

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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**

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

Telephone: (608) 266-6860  
TTY: (608) 264-8752

819 N 6TH ST  
ROOM 723  
MILWAUKEE WI 53203

Telephone: (414) 227-4384  
TTY: (414) 227-4081

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# 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:**

**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

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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

PO BOX 8928  
MADISON WI 53708-8928

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# Wisconsin Maximum Allowances for Board and Lodging

Effective July 24, 2009

## Non-Agricultural Employment

	Non-Opportunity Employees	Opportunity Employees
Meals	\$87.00 Per Week \$4.15 Per Meal	\$70.80 Per Week \$3.35 Per Meal
Lodging	\$58.00 Per Week \$8.30 Per Day	\$47.20 Per Week \$6.75 Per Day

## Agricultural Employment

### All Employees

Meals	\$87.00 Per Week \$4.15 Per Meal
Lodging	\$58.00 Per Week \$8.30 Per Day

## Camp Counselor Employment

### Weekly Salary for All Employees [Adults and Minors]

	Board & Lodging	Board Only	No Board or Lodging
Salary Rates	\$210.00	\$265.00	\$350.00

When board or lodging provided by an employer is accepted and received by an employee, the employer is permitted to deduct up to the above amounts from the worker's paycheck. The amounts deducted are used to determine if the employee is receiving the required minimum wage rates.



# 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.

Most employers must obtain work permits for minors under 16 before permitting them to work. For further information, see the Wisconsin Employment of Minors Guide (ERD-4758-P).

Maximum Hours of Work for 14 & 15 year-old minors	After Labor Day through May 31	June 1 through Labor Day
<u>Daily Hours</u>		
Non-School Days	8 hours	8 hours
School Days	3 hours	3 hours
<u>Weekly Hours</u>		
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 limited to the maximum hours and time of day restrictions even though they may work for 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 in school lunch programs. See the Wisconsin 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 age.

**Minors under 18 years of age** may not work more than 6 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 one shift and the start of the next shift.

**Minimum Wage** for minors is \$7.25 per hour. Employers may pay an "Opportunity Wage" of \$5.90 per hour for the first 90 days of employment. On the 91<sup>st</sup> day, the wage must increase to \$7.25 per hour.

**For further information** about the federal 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 Milwaukee (414) 227-4384.

### 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 and need assistance with this information. Please contact the Equal Rights Division at (608) 266-6861 to request information in an alternate format, including translated to another language.

# 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 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 use.

## Exceptions

An employer **may request** 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.

Honesty tests **can be used** by law enforcement agencies and certain businesses engaged in providing security services, alarm systems, and who manufacture, distribute or sell controlled substances.

## Employee & Applicant Rights

Any legally permitted honesty test is subject to strict safeguards, including an examinee's right to proper notice, the right to discontinue a test at any time and the right to 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, at one of the offices below.

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

#### STREET ADDRESS:

201 E WASHINGTON AVE ROOM A100  
MADISON WI 53703

819 N 6th ST ROOM 723  
MILWAUKEE WI 53203

#### MAILING ADDRESS:

PO BOX 8928  
MADISON, WI 53708-8928

Telephone: (608) 266-6860

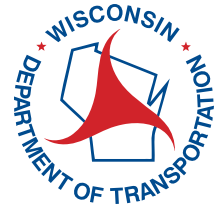
Telephone: (414) 227-4384

**Website:** <https://dwd.wisconsin.gov/er/>

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# Notice of Nondiscrimination

## Title VI of the Civil Rights Act of 1964



The Wisconsin Department of Transportation (WisDOT) complies with Title VI of the Civil Rights Act of 1964 and other related nondiscrimination statutes. Title VI and other related nondiscrimination statutes prohibit unfair and inequitable treatment of any person based on race, color, national origin, sex, age or disability.

➡ If you believe that while accessing WisDOT's programs, activities or services, you have been discriminated against because of your race, color, national origin, sex, age or disability, you may file a complaint by mail, fax or email with:

**Taqwanya Smith**

Senior Title VI and ADA Coordinator  
Office of Business Opportunity  
and Equity Compliance  
Wisconsin Department of Transportation  
4822 Madison Yards Way,  
5th Floor-South  
Madison, Wisconsin 53705  
Phone: (608) 266-8129  
TTY: (800) 947-3529  
Fax: (608) 267-3641  
Email: [taqwanya.smith@dot.wi.gov](mailto:taqwanya.smith@dot.wi.gov)  
Website: <https://wisconsindot.gov/Pages/doing-bus/civil-rights/titlevi-ada/filingcomplaint.aspx>

➡ You may also file a complaint with the U.S. DOT, Federal Highway Administration, Office of Civil Rights, by email or mail at:

**Federal Highway Administration**  
U.S. Department of Transportation  
Office of Civil Rights  
1200 New Jersey Avenue, SE  
8th Floor E81-105  
Washington, DC 20590  
Phone: (202) 366-0693  
Email:  
[FHWA.TitleVIcomplaints@dot.gov](mailto:FHWA.TitleVIcomplaints@dot.gov)  
Website: <https://www.fhwa.dot.gov/civilrights/file/>

# Notice to Employees About Applying for Wisconsin Unemployment Benefits

## When To Apply

- You are totally unemployed,
- You are partially unemployed (your weekly earnings are reduced), or
- You expect to be laid off within the next 13 weeks and would like to start your benefit year early

**IMPORTANT:** Your claim begins the week you apply. To avoid any loss of benefits, apply the first week you are unemployed. Do not wait until the week is over.

### Have This Information Ready To Apply:

- ☐ A username and password for filing online
- ☐ A valid email or mobile number
- ☐ Your social security number
- ☐ Your Wisconsin driver license or identification number
- ☐ Your work history for the last 18 months:
  - Employers' business names \*\*
  - Employers' addresses (including zip code) \*\*
  - Employers' phone numbers
  - First and last dates of work with each employer
  - Reason no longer working with each employer
- ☐ Your alien registration number, document number and expiration date, if you are not a U.S. citizen
- ☐ Form DD214 (Member 4 copy), if you served in the military in the last 18 months
- ☐ Form SF-50 or SF-8, if you are a federal civilian employee
- ☐ Name and local number of your union hall, if you are a union member

**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 go online at: <https://dwd.wi.gov/dwd/publications/ui/notice.htm> or call (414) 438-7705. **Please enter your UI Account business name and address in the box (at right) for employee reference.**

**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.

UCB-7-P (R. 09/2019)

## How To Apply

### STEPS TO APPLY ONLINE:

1. Type into the internet browser:  
**my.unemployment.wisconsin.gov**
2. Read & accept Terms and Conditions
3. Create a username and password
4. Logon to access online benefit services
5. Complete your application

### Apply Online During These Times

Sunday	9:00 AM – 5:00 PM
Monday – Friday	6:00 AM – 7:00 PM
Saturday	9:00 AM – 2:30 PM

**For help using online services or if you are truly unable to go online call  
(414) 435-7069  
during business hours**

For more information about unemployment insurance, visit our website:

**[dwd.wisconsin.gov/ui](http://dwd.wisconsin.gov/ui)**

**STATE OF WISCONSIN**



Department of Workforce Development

**\*\* Employer Business Name & Address:**

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 to request information in an alternate format, including translated to another language.