is shielded from view and free from intrusion from coworkers and the public,

The Department has authority to recover back wages and an equal amount

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

employee, and such assessments may be doubled when the violations are

child labor provisions. Heightened civil money penalties may be assessed for

each child labor violation that results in the death or serious injury of any minor

determined to be willful or repeated. The law also prohibits retaliating against

or discharging workers who file a complaint or participate in any proceeding

Special provisions apply to workers in American Samoa, the

Some employers incorrectly classify workers as "independent

certificates issued by the Department of Labor.

contractors" when they are actually employees under the FLSA. It is

Commonwealth of the Northern Mariana Islands, and the

Certain occupations and establishments are exempt from the minimum

Some state laws provide greater employee protections; employers must

important to know the difference between the two because employees

(unless exempt) are entitled to the FLSA's minimum wage and overtime

pay protections and correctly classified independent contractors are not

with disabilities may be paid less than the minimum wage under special

Certain full-time students, student learners, apprentices, and workers

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

which may be used by the employee to express breast milk.

FED

workweek

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7.25 PER HOUR **BEGINNING JULY 24, 2009**

& Associates, Inc.®

Since 1953

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

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

CHILD LABOR 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 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 employment. **TIP CREDIT** Employers of "tipped employees" who meet certain conditions may claim 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 difference. **NURSING MOTHERS** The FLSA requires employers to provide reasonable break time for a nursing

mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that

DEPARTMENT OF LABOR UNITED STATES OF AMERICA

WI

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243 TTY: 1-877-889-5627 www.dol.gov/whd

ADDITIONAL INFORMATION

comply with both.

wage, and/or overtime pay provisions.

Commonwealth of Puerto Rico.



REV. 07/2016

FED **EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT**

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.

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 rights under the Act.

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector. 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.

ENFORCEMENT

FED

EXEMPTIONS

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 action

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

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.

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

If you are eligible to be reemployed, you must be restored to the job and benefits you

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

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

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

If you leave your job to perform military service, you have the right to elect to continue

Even if you don't elect to continue coverage during your military service, you have

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

exclusions) except for service-connected illnesses or injuries.

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

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:

displaying the text of this notice where they customarily place notices for employees.

viewed at https://webapps.dol.gov/elaws/vets/userra.

the right to be reinstated in your employer's health plan when you are reemployed,

The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is

https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be

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

https://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

U.S. Department of Labor • 1-866-487-2365

U.S. Department of Justice Office of Special Counsel

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.

Declining to Attend a Meeting or Participate in any Communication About

Employers may not require certain types of honesty testing or genetic testing as a

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

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

STATE OF WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

EQUAL RIGHTS DIVISION

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

Employee Rights under Wisconsin's

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.

condition of employment, nor discipline an employee because of the results.

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

Use of Lawful Products

Arrest or Conviction

Pregnancy or Childbirth

819 N 6TH ST

MILWAUKEE WI 53203

TELEPHONE: (414) 227-4384

REV. 06/2020

ROOM 723

Honesty Testing

National Origin

Sexual Orientation

Genetic Testing

Military Service

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

Employer Support of the Guard and Reserve • 1-800-336-4590

your existing employer-based health plan coverage for you and your dependents for up

you have five years or less of cumulative service in the uniformed services while with

you return to work or apply for reemployment in a timely manner after conclusion of

you have not been separated from service with a disqualifying discharge or under other

service;

promotion; or

any benefit of employment

DEPARTMENT OF LABOR UNITED STATES OF AMERICA

REEMPLOYMENT RIGHTS

service; and

that particular employer

are a past or present member of the

have applied for membership in the

under USERRA, even if that person has no service connection.

uniformed service;

uniformed service; o

initial employment;

reemployment;

because of this status.

then an employer may not deny you:

retention in employment

HEALTH INSURANCE PROTECTION

violations of USERRA.

Ancestry

Disability

Marital Status

Creed (Religion)

Age (40 or Over)

discrimination in the workplace.

PO BOX 8928

MADISON WI 53708

TELEPHONE: (608) 266-6860

Religious or Political Matters

201 E WASHINGTON AVE ROOM A100

to 24 months while in the military

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

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

TTY: 1-877-889-5627 www.dol.gov/whd

are obligated to serve in the uniformed

1-866-487-9243

REV. 07/2016

FED

Who is Protected?

Job applicants

and temporary employees

What Organizations are Covered?

Most private employers

Staffing agencies

Color

Religion

Disability

as Discriminatory?

conduct)

Benefits

Referral

employees

employees

has Occurred?

REV. 05/2022

Job training

Classification

Assignment

National origin

Age (40 and older)

Wisconsin Minimum Wage Rates

Effective July 24, 2009 (Wis. Stat. ch. 104)

\$10.50

(WI3: 5tat: CII: 104)			
General Minimum \	Vage Rates	Minimum Wage Rat	
Non-Opportunity Employees:	Opportunity Employees:	Non-Opportunity Employees:	Opportunity Employees:
\$7.25 per Hour	\$5.90 per Hour	\$2.33 per Hour	\$2.13 per Hou

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 **Minimum Rates** Adults \$7.25 per Hour

9 Holes \$7.25 per Hour \$5.90

For more information contact:

STATE OF WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT **EQUAL RIGHTS DIVISION** 201 E WASHINGTON AVE, ROOM A100 819 N 6TH ST ROOM 723

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

MADISON WI 53703

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. ERD-9247-P

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

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

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

Weekly Salary for All Employees [Adults and Minors]			
	Board & Lodging	Board Only	No Board or Lodging
Salary Rates	\$210.00	\$265.00	\$350.00

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.

REV. 06/2020

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 to the higher minimum wage rate.

as minors who are 14 or 15 years of age.

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

Hours and Times of Day

MILWAUKEE WI 53203

State and federal laws do not limit the hours that minors 16 years of age or over may required school attendance under Wis. Stat. § 118.15.

them to work. For further information, see the Wisconsin Employment of Minors

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	3 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

stringent section of the two laws

programs operated by the school Minors under 16 years of age are limited to the maximum hours and time of day

18 Holes

	\$4.15 Per Meal	\$3.35 Per Meal
Lodging	\$58.00 Per Week	\$47.20 Per Week
	\$8.30 Per Day	\$6.75 Per Day
		1

	\$4.15 Per Meal
Lodging	\$58.00 Per Week \$8.30 Per Day
Camp Counselor I	Employment

weekly Salary for All Employees [Addits and Millors]			
	Board & Lodging	Board Only	No Board or Lodging
Salary Rates	\$210.00	\$265.00	\$350.00
When hoard or lodging provided by an employer is accepted and received by			

Minors under 14 years of age are allowed to work in certain occupations

Wisconsin Employment of Minors Guide, ERD-4758-P, for more detail).

(e.g., street trades, agriculture, and work in school lunch programs. See the

These minors are subject to the same hourly and time of day restrictions

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

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

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

WI

Minors May Work in Wisconsin

work, except that they may not be employed or permitted to work during hours of 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,

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

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

restrictions even though they may work for more than one employer during the

On the 91st 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,

Wage" of \$5.90 per hour for the first 90 days of employment

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

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 dial 7-1-1 for Wisconsin Relay Service. Please contact the Equal Rights Division at (608) 266-6861 to request information in an alternate format, including translated to another language.

REV. 06/2020

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

distribute or sell controlled substances.

Employee & Applicant Rights examinee's right to proper notice, the right to discontinue a test at any time and the right to advance written notice of the guestions to be asked

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**

STREET ADDRESS: 201 E WASHINGTON AVE 819 N 6TH ST ROOM 723

ROOM A100 MADISON WI 53703 MAILING ADDRESS:

earnings are reduced), or

until the week is over.

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

irst week you are unemployed. Do not wait

A username and password for filing online

Your work history for the last 18 months:

Employers' addresses (including zip code) **

· First and last dates of work with each employer

Your alien registration number, document number

Form DD214 (Member 4 copy), if you served in the

and expiration date, if you are **not** a U.S. citizen

Form SF-50 or SF-8, if you are a federal civilian

Name and local number of your union hall, if you

employees display a copy of this poster in the workplace. Employers with 25 or

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)

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

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

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

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

parent or a parent of a domestic partner with a serious health condition.

Under state law all employers with 50 or more permanent employees must allow

more employees are required to post their particular leave policy

weeks of the birth or placement of that child.

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

the violation occurred, whichever is later.

Reason no longer working with each employer

Have This Information Ready To Apply:

A valid email or mobile number

Your Wisconsin driver license or

Employers' business names *

Employers' phone numbers

military in the last 18 months

are a union member

WI

Your social security number

identification number

MILWAUKEE WI 53203

PO BOX 8928 **MADISON, WI 53708-8928** 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 **REV. 06/2020**

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?

Advance Notice Required

When Employers Decide to Cease

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

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 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

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

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

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

201 E WASHINGTON AVE, 819 N 6тн ST ROOM A100 **ROOM 723 PO BOX 8928 MILWAUKEE WI 53203 MADISON WI 53708** TELEPHONE: (608) 266-6860

TELEPHONE: (414) 227-4384 Website: https://dwd.wisconsin.gov/er/

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For help using online services

or if you are truly unable to go online

For more information about unemployment

insurance, visit our website:

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

translated to another language.

REV. 09/2019

REV. 06/2020

call (414) 435-7069 during business hours

Business Closing/Mass Layoff Notification Law Under Wisconsin law, employees have certain rights and employers have certain **REV. 06/2020** 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: 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 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**

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

TELEPHONE: (414) 227-4384 Website: https://dwd.wisconsin.gov/er/

REV. 06/2020

819 N 6TH ST

ROOM 723

MILWAUKEE WI 53203

FED

QR CODE Scan with phone camera: Go to: JJKeller.com/LLPverify **ONLINE** Enter this code: 62942-102022

TWO ways to verify poster compliance!

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION **LEAVE ENTITLEMENTS**

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

The birth of a child or placement of a child for adoption or foster care; To bond with a child (leave must be taken within 1 year of the child's birth

To care for the employee's spouse, child, or parent who has a qualifying serious

health condition: For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job; For qualifying exigencies related to the foreign deployment of a military member

who is the employee's spouse, child, or parent. An eliqible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

BENEFITS & PROTECTIONS While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave Upon return from FMLA leave, most employees must be restored to the same job or

one nearly identical to it with equivalent pay, benefits, and other employment terms An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

Have worked for the employer for at least 12 months; Have at least 1,250 hours of service in the 12 months before taking leave;* and

Work at a location where the employer has at least 50 employees within 75 miles of *Special "hours of service" requirements apply to airline flight crew employees.

REOUESTING LEAVE Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees (current and former), including managers

Union members and applicants for membership in

State and local governments (as employers)

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 and related conditions,

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

Harassment (including unwelcome verbal or physical

What Employment Practices can be Challenged

genetic services, or family medical history)

lawsuit, investigation, or proceeding.

Pay (unequal wages or compensation)

Failure to provide reasonable accommodation

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.

What can You Do if You Believe Discrimination

Contact the EEOC promptly if you suspect discrimination.

Do not delay, because there are strict time limits for filing

Conduct that might reasonably discourage someone

for a disability or a sincerely-held religious belief,

All aspects of employment, including:

Discharge, firing, or lay-off

Hiring or promotion

observance or practice

sexual orientation, or gender identity)

Educational institutions (as employers)

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken

or certified Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

ENFORCEMENT

OF LABOR

OF AMERICA

Know Your Rights: Workplace Discrimination is Illegal

an inquiry through the EEOC's public portal:

EMPLOYERS HOLDING FEDERAL

CONTRACTS OR SUBCONTRACTS

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

Race, Color, Religion, Sex, Sexual Orientation,

Executive Order 11246, as amended, prohibits employment

discrimination by Federal contractors based on race, color,

compensation or the compensation of other applicants or

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.

limitations of an otherwise qualified individual with a

accommodation to the known physical or mental

Disability discrimination includes not making reasonable

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

The Vietnam Era Veterans' Readjustment Assistance Act of

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

discrimination against, and requires affirmative action to

recruit, employ, and advance in employment, disabled

disabilities at all levels of employment, including the

The Department of Labor's Office of Federal Contract

Compliance Programs (OFCCP) enforces the

Gender Identity, National Origin

opportunity in all aspects of employment.

following ways

Additional information about the

FFOC, including information about

filing a charge of discrimination, is

available at www.eeoc.gov.

following bases:

Disability

executive level

Protected Veteran Status

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

medical leave rights.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour

Division, or may bring a private lawsuit against an employer. 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 For additional information or to file a complaint:



1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd



U.S. Department of Labor • Wage and Hour Division • WH1420

REV. 04/2016

U.S. Equal Employment Opportunity Commission

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. a charge of discrimination (180 or 300 days, depending on veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty where you live/work). You can reach the EEOC in any of the wartime or campaign badge veterans, or Armed Forces

> https://publicportal.eeoc.gov/Portal/Login.aspx Retaliation 1-800-669-4000 (toll free) Retaliation is prohibited against a person who files a 1-800-669-6820 (TTY) complaint of discrimination, participates in an OFCCP 1-844-234-5122 (ASL video phone) proceeding, or otherwise opposes discrimination by an EEOC field office (information at Federal contractors under these Federal laws. www.eeoc.gov/field-office) Any person who believes a contractor has violated its rimination or affirmative action obliga

OFCCP's authorities should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor

service medal veterans.

200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free) If you are deaf, hard of hearing, or have a speech 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 https://ofccphelpdesk.dol.gov/s/, or by

calling an OFCCP regional or district office, listed in

most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact. PROGRAMS OR ACTIVITIES RECEIVING

FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex 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 discrimination on the basis of sex in educational

assistance. **Individuals with Disabilities** prohibits employment discrimination on the basis of 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.

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.

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.

by the employer for Wisconsin Bone Marrow or Organ Donation Leave. Employers may

Up to six (6) weeks leave in a 12-month period for the purpose of serving as

WISCONSIN BONE MARROW AND ORGAN DONATION LEAVE ACT 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

> STATE OF WISCONSIN **DEPARTMENT OF WORKFORCE DEVELOPMENT** PO BOX 8928

819 N 6TH ST, ROOM 723 **MADISON WI 53708 MILWAUKEE WI 53203** 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 language, please contact us. ERD-18114-E-P



All workers have the right to:

- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- participate) in an OSHA inspection and speak in private to the inspector.
- retaliated against for using your rights. See any OSHA citations issued to your

the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

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

Education Amendments of 1972 prohibits employment programs or activities which receive Federal financial Section 504 of the Rehabilitation Act of 1973, as amended, disability in any program or activity which receives Federal

If 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. 10/20/2022

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

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

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

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:

EQUAL RIGHTS DIVISION



- A safe workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been
- employer. Request copies of your medical records, tests that measure hazards in the workplace, and

Job Safety and Health IT'S THE LAW!

Employers must:

recognized hazards. It is illegal to retaliate against an employee for using any of their

Provide employees a workplace free from

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

rights under the law, including raising a health

and safety concern with you or with OSHA, or

- inpatient hospitalization, amputation, or loss of an eye.
- language and vocabulary they can understand. Prominently display this poster in the workplace.

Provide required training to all workers in a

 Post OSHA citations at or near the place of the alleged violations.

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



To update your labor law posters contact

62942

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minors under 16 may only work six days a week

Employers subject to both federal and state laws must comply with the more

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 Honesty tests can be used by law enforcement agencies and certain businesses engaged in providing security services, alarm systems, and who manufacture.

EQUAL RIGHTS DIVISION

Notice to Employees About Applying for Wisconsin Unemployment Benefits Notice to Employers: All employers covered by When to Apply Wisconsin's Unemployment Insurance law are You are totally unemployed, required to prominently display this poster where You are partially unemployed (your weekly employees will easily see it. If employers do not

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

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

STEPS TO APPLY ONLINE: Type into the internet browser my.unemployment.wisconsin.gov Read & accept Terms and Conditions Create a username and password Logon to access online benefit services Complete your application

How to Apply

Apply Online During These Times 9:00 AM - 5:00 PM 6:00 AM - 7:00 PM 9:00 AM - 2:30 PM

Wisconsin Family and Medical Leave Act Section 103.10, Wisconsin Statutes, requires that all employers with 50 or more For answers to questions about the law, a complete copy of the law, or to make

> 201 E WASHINGTON AVE ROOM A100 MADISON WI 53708 Telephone: (608) 266-6860

a complaint about a denial of rights under the law contact:

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.

STATE OF WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

EQUAL RIGHTS DIVISION

819 N 6TH ST

with this information, please dial 7-1-1 for Wisconsii Relay Service. Please contact the Unemployment Insurance Division at (414) 435-7069 to request information in an alternate format, including

201 E WASHINGTON AVE ROOM A100

ERD-9006-P

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.

OCT2022

retaliated against.

OSHA on your behalf. Participate (or have your representative)