

Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your 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 OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or 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 inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- 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

Equal Employment Opportunity

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've beer discriminated against at work or in applying for a job, the EEOC may be able to help.

MPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

Protected Veteran Status
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 veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans. The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W. PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

eceives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disab accommodation, can perform the essential functions of the job.

Polygraph Protection

which is more restrictive with respect to the detector tests.

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.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. 1-866-487-9243 • TTY: 1-877-889-5627 www.dol.gov/whd WAGE AND HOUR DIVISION

Family Medical Leave Act

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 p to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious 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 wi

employer's normal paid leave policies.

BENEFITS & PROTECTIONS: While employees are on FMLA leave, employers must continue health

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; • Work at a location where the employer has at least 50 employees within 75 miles of the employee's REQUESTING 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 poss and, generally, follow the employer's usual procedures. so it can determine if the leave qualifies for FMLA protection. Sufficient info an employer that the employee is or will be unable to perform his or her job functions, that a family membe cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary.

USERRA

opon return from much reave, index employment terms and conditions.

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.

employer determines that the certification is incomplete, it must provide a written notice indical additional information is required. EMPLOYER RESPONSIBILITIES: Once an employer becomes aware that an employer EMPLOYER RESPONSIBILITIES: Once an employer becomes aware that an employee is need for leave in 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. ENFORCEMENT: Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employe The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local For additional information: 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

EHW

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or. in RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve in the vice; then an employer may not deny you: • initial employment; • reemployment; • retention in employment; • promotion; or • any benefit

in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except fo ervice-connected illnesses or injuries. • For assistance in filling a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/sagencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra • 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 thorizontal Counsel, as applicable, for representation. • You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

• If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. • Even if you don't elect to continue coverage during your military service, you have the right to be reins

https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and emplo meet this requirement by displaying the text of this notice where they customarily place notices for employees.

Notice of Withholding YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed Form W-4 with your employer did you Marry or divorce? Gain or lose a dependent Change your name?

Were there major changes to..

Your nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started or ended a job)? Your tax credits? To any of these or you owed extra tax when you filed your last return, you may need to file a new Form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I

Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS website Employer: Please poster or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject

Employers subject to the state minimum wage law are bligated to pay the higher rate

Federal Minimum Wage \$7.25 PER HOUR BEGINNING JULY 24, 2009

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.

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their 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 is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and 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 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 employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA. Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.

Some state laws provide greater employee protections; employers must comply with both.

Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA: It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and · Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labo 1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd WAGE AND HOUR DIVISION • WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

State Minimum Wage Wisconsin Minimum Wage Rates

Effective July 24, 2009 (Wis. Stat. ch. 104) Non-Opportunity Employees Opportunity Employees \$7.25 per Hour \$5.90 per Hour Minimum Wage Rates for Tipped Employees

Non-Opportunity Employees:

\$2.33 per Hour \$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 Minimum Wage Rates for All Agricultural Employees \$7.25 per Hou

Opportunity Employees

	· ·	
Minors	\$7.25 per Hour	
Minimum Rates for 0	Caddies	
9 Holes	\$5.90	
18 Holes	\$10.50	
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 Telephone: (608) 266-6860	PO BOX 7997 MILWAUKEE WI 53707-7997	

STATE OF WISCONSIN DEPARTMENT OF WORKFOR EQUAL RIGHTS DIVISION	CE DEVELOPMENT
Website: http://dwd.wisconsin.gov/e	er/
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Effective July 24, 2009

	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 Empl	oyment
	All Employees	
Meals	\$87.00 Per Week \$4.15 Per Meal	

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

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.

Minor Work Hours

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

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.

	14 & 15 year-old minors	through May 31	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
Employers subject to both federal a	nd 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

Maximum Hours of Work for

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 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,

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

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

PO BOX 8928 MADISON WI 53708

Unemployment Benefots Notice to Employees About Applying for Wisconsin Unemployment Benefits

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

Have This Information Ready To Apply A username and password for filing online A valid email or mobile number Your Wisconsin driver license or identification number

Your work history for the last 18 months: Employers' business names ** Employers' addresses (including zip code) **

When To Apply How To Apply

Employers' phone numbers First and last dates of work with each employe Reason no longer working with each employer

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 membe 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

STEPS TO APPLY ONLINE: my.unemployment.wisconsin.gov 2. Read & accept Terms and Conditions Create a username and password 4. Logon to access online benefit services Apply Online During These Times

Monday – Friday 6:00 AM – 7:00 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

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

□ MONDAY □ TUESDAY □ WEDNESDAY □ THURSDAY □ FRIDAY □ SATURDAY □ SUNDAY PAY SCHEDULE IS

□ WEEKLY □ BI-WEEKLY □ SEMI-MONTHLY □ MONTHLY □ PAYCHECKS ARE ISSUED ON THE __ AND OF THE MONTH

Payday Notice

Emergency Notice HOSPITAL ALTERNATE OSHA: **HAZARDOUS MATERIAL**



Employee Protection Against Honesty Testing

STATE OF WISCONSIN DEPARTMENT

201 E WASHINGTON AVE. ROOM A100 MADISON WI 53703

819 N 6TH ST ROOM 723

MILWAUKEE WI 53203 MILWAUKEE WI 53707-7997

TTY: (414) 227-4081

PO BOX 8928 MADISON WI 53708-8928 TTY: (608) 264-8752

OF WORKFORCE DEVELOPMENT FOUAL RIGHTS DIVISION

Employers who use honesty testing must display this poster in one or more conspicuous places where notices to employees Under Wisconsin law, requiring or requesting that an employee or applicant take an honesty test (lie detector) is unlawful or heavily

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 **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.

Victims of unlawful honesty testing may file a complaint within 300 days after the date the unfair honesty testing occurred, at one of the access this information in an alternate format or need it translated to another language, please contact us

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 • 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 or parent 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.

State Family Leave Act For answers to questions about the law, a complete copy of the law, STATE OF WISCONSIN, DEPARTMENT OF WORKFORCE DEVELOPMENT, EQUAL RIGHTS DIVISION 201 E WASHINGTON AVE ROOM A300, PO BOX 8928, MADISON WI 53708 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

The Department of Workforce Development is an equal opportunity employer and service provider. If you have a disability and need to

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.

Protection For Healthcare Workers

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 a 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

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 STATE OF WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT EQUAL RIGHTS DIVISION 201 E WASHINGTON AVE, ROOM A100 819 N 6th ST PO BOX 8928 ROOM 723 MADISON WI 53708 MILWAUKEE WI 53203 Telephone: (608) 266-6860 Telephone: (414) 227-4384 TTY: (608) 264-8752 TTY: (414) 227-4081 Website: http://dwd.wisconsin.gov/er/

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Workers With Disabilities NOTICE TO WISCONSIN WORKERS WITH DISABILITIES PAID AT SPECIAL MINIMUM WAGE A request for reconsideration or review under this law must be filed within 60 days after learning of the action. To file such a request,

Generally, employees are covered by Wisconsin's minimum wage and overtime law provisions. The law requires payment of not less than the minimum wage for all hours worked, and payment of time and one-half an employee's regular rate of pay for all hours worked over forty in a work week. There may be other requirements. Child labor law provisions apply to employees under 18 years of age. Workers whose disabilities impair their ability to perform their work may be employed under a special minimum wage license issued by the Department of Workforce Development. This establishment has such a license. The rates must reflect the productivity of the worker

compared to the productivity of a worker not disabled for similar work, and to the wages paid to experienced workers performing the same or similar work in the vicinity. To be able to pay less than the standard applicable minimum wage, this facility must also have a certificate under Section 14(c) of the Fair Labor Standards Act (FLSA), issued by the US Department of Labor. Effective July 22, 2016, the FLSA prevents this establishment from employing persons 24 years of age or younger at a special minimum

wage unless certain conditions are met. The Division of Vocational Rehabilitation (DVR) will provide documentation that these conditions have been met. DVR will also provide career counseling and information and referral services designed to promote opportunities for competitive, integrated employment, regardless of age, to individuals who are known to be employed at special minimum wages every six months for the first year of the individual's subminimum wage employment and annually thereafter for the duration of such The employer shall inform orally and in writing, each worker with a disability, and parent and/or guardian if appropriate, of the terms of the special minimum wage license under which the worker is employed.

make a complaint, for answers to questions about the law, or for a complete copy of the law, contact STATE OF WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT 201 E WASHINGTON AVE ROOM A100 MADISON WI 53703 PO BOX 8928 MADISON WI 53708-8928 Telephone: (608) 266-6860 TTY: (608) 264-8752 819 N 6TH ST ROOM 723

MILWAUKEE WI 53707-7997 TTY: (414) 227-4081 Website: http://dwd.wisconsin.gov/er/

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Public Employee Safety and Health

Wisconsin statues section 101.055 requires the Wisconsin Department of Commerce to adopt and enforce safety and health standards that will provide protection to public employees at least equal to that provided to private sector employees under standards promulgated by

lepartment inspector during the inspection. The employee shall not be discriminated against with respect to either pay received or withheld for time spent on the inspection. If the department finds a violation of state standards, abatement orders will be issued to the employer. The employer shall post a copy of the orders at or near the site of the violations for 3 days or until the violation is corrected, whichever is longer. Copies of the order will be sent to the top elected official, the bargaining unit, and to the person requesting the inspection. If the department decides not to issue orders in response to a request, a written notice of that decision shall be sent to the public employee who requested the investigation. If decisions are No public employer may discriminate against or discharge any public employee for exercising any right afforded by this section. A state employee who believes he or she has been discriminated against may file a complaint with the state Division of Equal Rights within 30 days of

> For more information contact: Wisconsin Department of Commerce, Safety and Buildings Division PO Box 7302, Madison, WI 53707-7302. 608-261-2503 PUBLIC EMPLOYERS ARE REQUIRED TO POST A HEALTH AND

Business Closing 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 What is a "business closing" or "mass layoff?" "business closing" requires notice if there is a permanent or temporary shutdown of an employment site of one or more facilities or operating units at an employment site or within a single municipality that affects 50 or more employees (not including "new" or "low-hour" employees). "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:

employee's knowledge of the discrimination. A public employee, other than a state employee, may file a complaint with the state Division of Equal Rights within 30 days

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

With certain exceptions, businesses employing 50 or more persons in the State of Wisconsin must provide written notice 60 days before implementing "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 manmade disasters, temporary cessation in operations, or businesses in financial

nay also be entitled to receive notice in situations where there is a "business closing" or "mass layoff." 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 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 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 Website: http://dwd.wisconsin.gov/er/

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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 National Origin · Age (40 or Over)

	Ancestry Disability Marital Status Race	Use of Lawful Products Arrest or Conviction Honesty Testing Genetic Testing Military Service Membership	Sexual orientation Sexual orientation Declining to Attend a Meeting or Participate in any Communication About Religious or Political Matters			
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 A300, PO BOX 8928, MADISON WI 53708 Telephone: (608) 266-6860 TTY: (608) 264-8752

STREET ADDRESS

201 E WASHINGTON AVE. ROOM A100

819 N 6th ST, ROOM 723, MILWAUKEE WI 53203
Telephone: (414) 227-4384 TTY: (414) 227-4081 Website: http://dwd.wisconsin.gov/er/

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Cessation of Health Care Benefits Employee Protections Against Use of Honesty Testing Devices (Wis. Stat. § 111.37) STATE OF WISCONSIN DEPARTMENT Employers who use honesty testing must display this poster in one or more conspicuous places where notices to employees OF WORKFORCE DEVELOPMENT EQUAL RIGHTS DIVISION

MADISON WI 53703 regulated. Further, employers may not discriminate against a person who refuses to take a test or objects to its use. An employer may request that an employee take a test in connection with an investigation involving economic loss or injury to a MILWAUKEE WI 53203 business if the employee is a reasonable suspect. Honesty tests can be used by law enforcement agencies and certain businesses Telephone: (608) 266-6860 engaged in providing security services, alarm systems, and who manufacture, distribute or sell controlled substances. MILWAUKEE WI 53708-8928

Under Wisconsin law, requiring or requesting that an employee or applicant take an honesty test (lie detector) is unlawful or heavily

A list of all hazardous chemicals and information on toxic substances, pesticides, and infectious agents in the workplace.

EMPLOYEES MUST BE PROVIDED WITH:

Access to Material Safety Data Sheets and container labels.

Formal training in proper procedures for managing hazardous chemicals. A written chemical hazard communication program.

Any legally permitted honesty test is subject to strict safeguards, including an examinee's right to proper notice, the right to discontinue a Telephone: (414) 227-4384 test at any time and the right to advance written notice of the questions to be asked. 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. Victims of unlawful honesty testing may file a complaint within 300 days after the date the unfair honesty testing occurred, at one of the

Right to Know You as a public employee have the right, under the Wisconsin public employees' right-to-know law, to be informed about hazardous

For more information contact: Wis. Dept.of Safety and Professional Services Safety and Buildings Division PO Box 7302

MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

A public employee or public employee representative who believes that a safety or health standard is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the department to conduct an inspection. If the requestor so designates, the identity of the requestor will be kept confidential. If the department decides not to make an inspection, the requestor will be so notified. A representative of the employer and a public employee representative will be permitted to accompany the

> Employees are entitled to receive notice if they are counted as part of "business closing" or "mass layoff." New or low-hour employees What can employees recover if notice is required and not given?