

Wisconsin



Comply Anywhere Poster Pack

*A digital compliance solution for all of
your state labor law postings.*

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Employee Notice – Your Rights Are Protected

The State of Wisconsin has established laws and regulations that protect the rights of employees. As your employer, we are conspicuously posting the information that is required by the State of Wisconsin to better inform you of your rights as an employee of our company. If you should have any questions regarding these postings, please contact the personnel office or your immediate supervisor.

Note: *The Comply Anywhere Poster (CAP) Pack is designed to provide accurate and authoritative information in regard to the subject matter covered. Businesses with one or more employees are required to comply with federal, state and/or local law notification and posting requirements. CAP will not satisfy all labor law posting and notification requirements that must be posted conspicuously in a location frequented by employees at a business. CAPs should be used only as a supplementary product when space is limited.*

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The Federal Government has additional laws and regulations that protect the rights of employees. These federal posters and notices, including federal contractor postings, can be found in our Federal Comply Anywhere Poster Pack at the following link:

[**<< CLICK HERE >>**](#)

Item #WI-CAP-DF

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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

Telephone: (608) 266-6860

819 N 6TH ST
ROOM 723
MILWAUKEE WI 53203

Telephone: (414) 227-4384

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

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

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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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
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201 E WASHINGTON AVE, ROOM A100
MADISON WI 53703

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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.

Notice to Employees About Applying for WISCONSIN UNEMPLOYMENT BENEFITS



dwd.wisconsin.gov/uiiben/handbook/apply.htm

When To Apply

- You are totally unemployed,
- Your weekly earnings are reduced,
- You expect to be laid off within the next 13 weeks, or
- You are participating in the Trade Adjustment Assistance (TAA) program.

Unsure if you will qualify? Apply to find out if you are eligible. Only DWD can determine if you will qualify.

IMPORTANT: You must file an initial claim application within seven days of the end of the calendar week in which you want to receive a UI benefit payment.

Information You Need To Apply

- A username and password (for filing online).
- A valid email address or mobile phone number.
- Your current address.
- Your social security number.
- Your Wisconsin driver license or identification number (if you have one).
- Your work history for the last 18 months, including:
 - Employers' business names.
 - Employers' addresses (including zip code).
 - Employers' phone number.
 - First and last dates of work with each employer.
 - Reason for no longer working with each employer.
- If you are not a U.S. citizen, your alien registration number, document number and expiration date.
- If you served in the military in the last 18 months, Form DD-214.
- If you are a federal civilian employee, Form SF-50 or SF-8.
- If you are a union member, the name and local number of your union hall.
- If you want UI benefit payments by direct deposit, your bank's routing number and your account number.

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

How To Apply

1. Go to my.unemployment.wisconsin.gov
2. Read and accept terms and conditions.
3. Create a username and password.
Note: When you authorize to use online services, you may be mailed an identity verification letter with a code that **must** be entered within seven days.
4. Log on to access your claimant portal.
5. Complete your initial claim application.

Apply online during these times:

Sunday	9:00 AM – Midnight
Monday – Friday	Available 24 Hours
Saturday	Midnight – 3:00 PM

Need Help?

For access to a computer and workforce services:

- Visit your closest Job Center
wisconsinjobcenter.org/directory

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

- Call Unemployment Insurance (UI) at (414) 435-7069 or toll-free (844) 910-3661 during business hours.



Notice to Employers: All employers covered by Wisconsin's Unemployment Insurance law are required to prominently display this poster where employees will easily see it. If employers do not have a permanent work site regularly accessed by employees, an individual copy is to be provided to each employee. For additional copies, visit: dwd.wisconsin.gov/dwd/publications/ui/notice.htm or call (414) 438-7705.

Notice to Employees: The federal Social Security Act requires that you give us your social security number. It will be used to verify your identity and determine your eligibility. If you do not provide your social security number, we cannot take your claim.

Additional Notices

With the purchase of your **Wisconsin Digital Comply Anywhere Poster Pack**, you are entitled to **free downloads** of conditionally required industry-specific and municipal postings.

See instructions below to review and download additionally required materials.

- 1) **Review** all conditional notices required in the state of Wisconsin.
- 2) **Download**, print, and post any notices that pertain to your business type, demographic, and/or location.

To download these materials, please visit:
www.personnelconcepts.com/downloads/wicn

When prompted, enter the **ACCESS CODE: PCWICN**