



# WISCONSIN



LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## MINIMUM WAGE RATES

Effective July 24, 2009

### 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  
Minors

\$7.25 per Hour  
\$7.25 per Hour

### MINIMUM RATES FOR CADDIES

9 Holes \$5.90

18 Holes \$10.50

For more information contact:

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

201 E WASHINGTON AVE, ROOM A100  
MADISON, WI 53703

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

819 N 6TH ST ROOM 723  
MILWAUKEE, WI 53203

Telephone: (414) 227-4384

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.



# WISCONSIN

LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## SAFETY AND HEALTH

### PUBLIC EMPLOYEE SAFETY AND HEALTH

#### AUTHORITY

Wisconsin statutes section 101.055 requires the Wisconsin Department of Safety and Professional Service 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 Federal Occupational Safety and Health Administration (OSHA).

#### INSPECTION

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 notified.

A representative of the employer and a public employee representative will be permitted to accompany the department 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.

#### ENFORCEMENT

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 disputed they will be reviewed.

#### DISCRIMINATION

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 personnel commission within 30 days of employee's receipt of 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.

**For more information contact:** Wisconsin Department of Safety and Professional Services  
Industry Services Division  
PO Box 7302  
1400 E Washington Ave.  
Madison, WI 53707-7302  
608-266-2112

**PUBLIC EMPLOYERS ARE REQUIRED TO POST THIS NOTICE  
WHERE NOTICES TO EMPLOYEES ARE USUALLY POSTED**



# WISCONSIN

LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## BONE MARROW AND ORGAN DONATION LEAVE ACT

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

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

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

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

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

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

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

PO BOX 8928  
MADISON, WI 53708

Telephone: (608) 266-6860

819 N 6TH ST, ROOM 723  
MILWAUKEE, WI 53203

Telephone: (414) 227-4384

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.



# WISCONSIN

LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## 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.



# WISCONSIN

LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## HOURS AND TIMES FOR MINORS

### HOURS AND TIMES OF DAY MINORS MAY WORK IN WISCONSIN

State and federal laws do not limit the hours that minors 16 years of age or over may work, except that they may not be employed or permitted to work during hours of required school attendance under Wis. Stat. § 118.15.

State and federal laws also permit minors under 16 to work up to seven days per week in the delivery of newspapers and agriculture. In most other types of labor, minors under 16 may only work six days a week.

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

Maximum Hours of Work for 14 & 15 year-old minors	After Labor Day through May 31	June 1 through Labor Day
<b>Daily Hours</b>		
Non-School Days	8 hours	8 hours
School Days	3 hours	3 hours
<b>Weekly Hours</b>		
Non-School Weeks	40 hours	40 hours
School Weeks	18 hours	18 hours
Permitted Time of Day	7am - 7pm	7am - 9pm

**Employers** subject to both federal and state laws must comply with the more stringent section of the two laws.

State child labor laws prohibit work during times that minors are required to be in school, except for students participating in work experience and career exploration programs operated by the school.

**Minors under 16 years of age** are limited to the maximum hours and time of day restrictions even though they may work for more than one employer during the same day or week.

**Minors under 14 years of age** are allowed to work in certain occupations (e.g., street trades, agriculture, and work in school lunch programs. See the Wisconsin Employment of Minors Guide, ERD-4758-P, for more detail). These minors are subject to the same hourly and time of day restrictions as minors who are 14 or 15 years of age.

**Minors under 18 years of age** may not work more than 6 consecutive hours without having a 30-minute, duty free meal period.

**Minors 16 & 17 years of age** who are employed after 11:00 pm must have 8 hours of rest between the end of one shift and the start of the next shift.

**Minimum Wage** for minors is \$7.25 per hour. Employers may pay an "Opportunity Wage" of \$5.90 per hour for the first 90 days of employment. On the 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, Madison, WI 53715.

**For further information** about the state child labor laws, call the Equal Rights Division in Madison (608) 266-6860 or Milwaukee (414) 227-4384.

#### DEPARTMENT OF WORKFORCE DEVELOPMENT EQUAL RIGHTS DIVISION

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

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

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information please contact the Equal Rights Division at (608) 266-6861 to request information in an alternate format, including translated to another language.



# WISCONSIN



LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## 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: <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.



# WISCONSIN

LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## WORKERS WITH DISABILITIES

### NOTICE TO WISCONSIN WORKERS WITH DISABILITIES PAID AT SPECIAL MINIMUM WAGE

#### WISCONSIN MINIMUM WAGE, HOURS OF WORK AND OVERTIME LAWS

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.**

#### SPECIAL MINIMUM WAGES

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 employment.

#### WORKER NOTIFICATION

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.

#### REVIEW PROCESS, COMPLAINTS OR QUESTIONS

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, 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 • EQUAL RIGHTS DIVISION

201 E WASHINGTON AVE ROOM A100  
MADISON, WI 53708

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

819 N 6TH ST ROOM 723  
MILWAUKEE, WI 53203

Telephone: (414) 227-4384

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.



# WISCONSIN



LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## 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: <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.





# WISCONSIN

LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## UNEMPLOYMENT BENEFITS

### NOTICE TO EMPLOYEES ABOUT APPLYING FOR WISCONSIN UNEMPLOYMENT BENEFITS

[dwd.wisconsin.gov/uiiben/handbook/apply.htm](http://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](http://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](http://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.

#### STATE OF WISCONSIN

# DWD

Department of Workforce Development  
[dwd.wisconsin.gov/ui](http://dwd.wisconsin.gov/ui)

**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](http://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.



# WISCONSIN



LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## POSTING OF PREVAILING WAGE RATES

### DWD 290.12

A clearly legible copy of the prevailing wage rate determination issued by the department or exempted local governmental unit, together with the provisions of s. 66.0903 (10)(a) and (11) (a), . . . or 103.49(2) and (6m), Stats., or s. 103.49(2) and (6m), Stats., shall be posted in at least one conspicuous and easily accessible place on the site of each project by the contracting state agency, owner or developer of real property, or local governmental unit and the notice shall remain posted during the full time any laborer, worker, mechanic or truck driver is employed on the project.

[POST PREVAILING WAGE RATE DETERMINATION HERE]

\*state statute 101.581(1)



# WISCONSIN

LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## HEALTH CARE BENEFIT PLAN

### ADVANCED NOTICE REQUIRED WHEN EMPLOYERS DECIDE TO CEASE PROVIDING A HEALTH CARE BENEFIT PLAN

Wisconsin law (Wis. Stat. § 109.075) requires employers who plan to discontinue health care benefits to current employees, retirees and dependents of employees or retirees in some instances must provide the affected individuals with 60 days' notice of the cessation of benefits.

**Q: Which current or former employers must comply with this requirement?**

**A:** An employer who operates a business enterprise in Wisconsin that employs 50 or more persons in the state must provide written notice of its intention to cease providing health care benefits to affected parties.

**Q: Who is an affected individual entitled to this notice?**

**A:** Employees, any union representing employees of that business, retirees, and dependents of employees and retirees currently covered by the health care plan are entitled to receive 60 days' written notice that the benefits will cease.

**Q: Why should an affected person file a complaint about not receiving 60 days' notice of the cessation of a health care benefit plan?**

**A:** A complainant who did not receive proper advanced notification may receive either the value of the insurance premium(s) for the period without notification or the actual value of medical expenses incurred during the non-notification period (maximum of 60 days).

**Q: If I have questions concerning this requirement or if I wish to file a complaint about not receiving notice, whom should I contact?**

**A:** Contact either the Equal Rights Division in Milwaukee or Madison listed below.

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

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

Telephone: (608) 266-6860

819 N 6th ST  
ROOM 723  
MILWAUKEE, WI 53203

Telephone: (414) 227-4384

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.



# WISCONSIN



LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## HAZARDOUS CHEMICALS IN THE WORKPLACE

You as a public employee have the right, under the Wisconsin public employees' right-to-know law, to be informed about hazardous chemicals and substances in the workplace.\*

\* State Statute 101.581(1)

### EMPLOYEES MUST BE PROVIDED WITH:

- A list of all hazardous chemicals and information on toxic substances, pesticides, and infectious agents in the workplace.
- Access to Material Safety Data Sheets and container labels.
- Formal training in proper procedures for managing hazardous chemicals.
- A written chemical hazard communication program.

#### For more information contact:

Wisconsin Department of Safety and Professional Services  
Industry Services Division  
1400 E Washington Avenue  
Madison, WI 53703  
608-266-2112



# WISCONSIN

LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## FAMILY AND MEDICAL LEAVE ACT

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

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

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

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

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

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

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

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

Telephone: (608) 266-6860

819 N 6th ST  
ROOM 723  
MILWAUKEE, WI 53203

Telephone: (414) 227-4384

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.



# WISCONSIN

LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## CLOSING / MASS LAYOFF NOTIFICATION LAW

### EMPLOYEE RIGHTS UNDER WISCONSIN'S BUSINESS CLOSING / MASS LAYOFF NOTIFICATION LAW

Under Wisconsin law, employees have certain rights and employers have certain obligations to give proper notice to their employees and others before taking certain actions.

#### WHAT IS A "BUSINESS CLOSING" OR "MASS LAYOFF?"

A "business closing" requires notice if there is a permanent or temporary shutdown of an employment site of one or more facilities or operating units at an employment site or within a single municipality that affects 25 or more employees (not including "new" or "low-hour" employees).

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

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

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

#### WHO MUST PROVIDE NOTICE AND WHEN?

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

#### WHAT EMPLOYEES ARE ENTITLED TO RECEIVE NOTICE?

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

#### WHAT CAN EMPLOYEES RECOVER IF NOTICE IS REQUIRED AND NOT GIVEN?

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

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

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

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

Telephone: (608) 266-6860

819 N 6TH ST  
ROOM 723  
MILWAUKEE WI 53203

Telephone: (414) 227-4384

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.



# WISCONSIN



LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## RETALIATION PROTECTION FOR HEALTH CARE 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 at work for good faith reporting of:**

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

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

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

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

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

Telephone: (608) 266-6860

819 N 6th ST  
ROOM 723  
MILWAUKEE, WI 53203

Telephone: (414) 227-4384

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.





# FEDERAL



LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## FEDERAL MINIMUM WAGE

### EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

**\$7.25** Per Hour  
Beginning JULY 24, 2009

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

**OVERTIME PAY** At least 1½ times your regular rate of pay for all hours worked over 40 in a workweek.

**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.

**PUMP AT WORK** The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child’s birth each time the employee needs to express breast milk. Employers must 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.

**ENFORCEMENT** The Department of Labor 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 also 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.

#### ADDITIONAL INFORMATION

- 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 overtime pay protections and correctly classified independent contractors are not.
- 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 Labor.

U.S. Department of Labor | Wage and Hour Division

1-866-487-9243 | TTY: 1-877-889-5627

[www.dol.gov/agencies/whd](http://www.dol.gov/agencies/whd)





# FEDERAL



LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## WORKERS WITH DISABILITIES

### EMPLOYEE RIGHTS FOR WORKERS WITH DISABILITIES PAID AT SPECIAL MINIMUM WAGES

#### THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

This establishment has a certificate authorizing the payment of special minimum wages to workers who are disabled for the work they are performing. Authority to pay special minimum wages to workers with disabilities applies to work covered by the **Fair Labor Standards Act (FLSA)**, **McNamara-O'Hara Service Contract Act (SCA)**, and/or **Walsh-Healey Public Contracts Act (PCA)**. Such special minimum wages are referred to as “**commensurate wage rates**” and are less than the basic hourly rates stated in an SCA wage determination and less than the FLSA minimum wage of **\$7.25 per hour beginning July 24, 2009**. A “commensurate wage rate” is based on the worker’s individual productivity, no matter how limited, in proportion to the wage and productivity of experienced workers who do not have disabilities that impact their productivity when performing essentially the same type, quality, and quantity of work in the geographic area from which the labor force of the community is drawn.

#### WORKERS WITH DISABILITIES

For purposes of payment of commensurate wage rates under a certificate, a worker with a disability is defined as:

- An individual whose earnings or productive capacity is impaired by a physical or mental disability, including those related to age or injury, for the work to be performed.
- Disabilities which may affect productive capacity include blindness, mental illness, mental retardation, cerebral palsy, alcoholism, and drug addiction. The following do not ordinarily affect productive capacity for purposes of paying commensurate wage rates: educational disabilities; chronic unemployment; receipt of welfare benefits; nonattendance at school; juvenile delinquency; and correctional parole or probation.

#### KEY ELEMENTS OF COMMENSURATE WAGE RATES

- **Nondisabled worker standard**—The objective gauge (usually a time study of the production of workers who do not have disabilities that impair their productivity for the job) against which the productivity of a worker with a disability is measured.
- **Prevailing wage rate**—The wage paid to experienced workers who do not have disabilities that impair their productivity for the same or similar work and who are performing such work in the area. Most SCA contracts include a wage determination specifying the prevailing wage rates to be paid for SCA-covered work.
- **Evaluation of the productivity of the worker with a disability**—Documented measurement of the production of the worker with a disability (in terms of quantity and quality).

The wages of all workers paid commensurate wages must be reviewed, and adjusted if appropriate, at periodic intervals. At a minimum, the productivity of hourly-paid workers must be reevaluated at least every six months and a new prevailing wage survey must be conducted at least once every twelve months. In addition, prevailing wages must be reviewed, and adjusted as appropriate, whenever the applicable state or federal minimum wage is increased.

**OVERTIME** Generally, if you are performing work subject to the FLSA, SCA, and/or PCA, you must be paid at least 1 ½ times your regular rate of pay for all hours worked over 40 in a workweek.

**CHILD LABOR** Minors younger than **18 years** of age must be employed in accordance with the child labor provisions of FLSA. No persons under 16 may be employed in manufacturing or on a PCA contract.

**FRINGE BENEFITS** Neither the FLSA nor the PCA have provisions requiring vacation, holiday, or sick pay nor other fringe benefits such as health insurance or pension plans. SCA wage determinations may require such fringe benefit payments (or a cash equivalent). **Workers paid under a certificate authorizing commensurate wage rates must receive the full fringe benefits listed on the wage determination.**

**WORKER NOTIFICATION** Each worker with a disability and, where appropriate, the parent or guardian of such worker, shall be informed orally and in writing by the employer of the terms of the certificate under which such worker is employed.

**PETITION PROCESS** Workers with disabilities paid at special minimum wages may petition the Administrator of the Wage and Hour Division of the Department of Labor for a review of their wage rates by an Administrative Law Judge. No particular form of petition is required, except that it must be signed by the worker with a disability or his or her parent or guardian and should contain the name and address of the employer. Petitions should be mailed to: Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

*Employers shall display this poster where employees and the parents and guardians of workers with disabilities can readily see it.*

For additional information:

**1-866-4-USWAGE**

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

**WWW.WAGEHOUR.DOL.GOV**

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



# FEDERAL



LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## POLYGRAPH PROTECTION ACT

### 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.

#### PROHIBITIONS

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.

#### EXEMPTIONS

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 agreement which is more restrictive with respect to lie 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.

#### ENFORCEMENT

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 actions.

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

U.S. Department of Labor | Wage and Hour Division

1-866-487-9243 | TTY: 1-877-889-5627

[www.dol.gov/agencies/whd](http://www.dol.gov/agencies/whd)



# FEDERAL



LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## 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.

#### REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- you ensure that your employer receives advance written or verbal notice of your service;
- you have five years or less of cumulative service in the uniformed services while with that particular employer;
- you return to work or apply for reemployment in a timely manner after conclusion of service; and
- you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

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 some cases, a comparable job.

#### RIGHT TO BE FREE FROM DISCRIMINATION & RETALIATION

If you:

- are a past or present member of the uniformed service;
- have applied for membership in the uniformed service; or
- are obligated to serve in the uniformed service; then an employer may not deny you:
  - initial employment;
  - reemployment;
  - retention in employment;
  - promotion; or
  - any benefit of employment because of this status.

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

#### HEALTH INSURANCE PROTECTION

- 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 reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

#### ENFORCEMENT

- The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is 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 <https://www.dol.gov/agencies/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 the Office of Special Counsel, as applicable, for representation.
- You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

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:

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

U.S. Department of Justice  
Office of Special Counsel  
U.S. Department of Labor:  
1-866-487-2365

Employer Support of The Guard and Reserve:  
1-800-336-4590



# FEDERAL

LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

### KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

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.

#### Who Is Protected?

- Employees (current and former), including managers and temporary employees
- Job applicants
- Union members and applicants for membership in a union

#### What Organizations Are Covered?

- Most private employers
- State and local governments (as employers)
- Educational institutions (as employers)
- Unions
- Staffing agencies

#### What Types Of Employment Discrimination Are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

- Race
- Color
- Religion
- National origin
- Sex (including pregnancy and related conditions, sexual orientation, or gender identity)
- Age (40 and older)
- Disability
- Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
- Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding.

Additional information about the EEOC, including information about filing a charge of discrimination, is available at [www.eeoc.gov](http://www.eeoc.gov).



### EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the 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 following bases:

#### Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

#### 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 compensation or the compensation of other applicants or employees.

#### Disability

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. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a 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 disabilities at all levels of employment, including the executive level.

#### 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.

#### Retaliation

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP)  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210  
1-800-397-6251 (toll-free)

#### What Employment Practices Can Be Challenged As Discriminatory?

All aspects of employment, including:

- Discharge, firing, or lay-off
- Harassment (including unwelcome verbal or physical conduct)
- Hiring or promotion
- Assignment
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice
- Benefits
- Job training
- Classification
- Referral
- Obtaining or disclosing genetic information of employees
- Requesting or disclosing medical information of employees
- Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding
- Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation or pregnancy accommodation)

#### What Can You Do If You Believe Discrimination Has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways:

**Submit** an inquiry through the EEOC's public portal: <https://publicportal.eeoc.gov/Portal/Login.aspx>

**Call** 1-800-669-4000 (toll free)  
1-800-669-6820 (TTY)  
1-844-234-5122 (ASL video phone)

**Visit** an EEOC field office (information at [www.eeoc.gov/field-office](http://www.eeoc.gov/field-office))

**E-Mail** [info@eeoc.gov](mailto:info@eeoc.gov)

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 Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

#### Individuals with Disabilities

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal 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.

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.

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.



2025 POSTING REQUIREMENTS

# FEDERAL



LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## Job Safety and Health *IT'S THE LAW!*

# OSHA

Occupational Safety and Health Administration  
U.S. Department of Labor

### All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions, OSHA will keep your name confidential. 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.

### 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.

**Contact OSHA. We can help.**



**1-800-321-OSHA (6742) • TTY 1-877-889-5627 • [www.osha.gov](http://www.osha.gov)**





# FEDERAL

LABOR LAW POSTER SERVICE | TO RE-ORDER CALL TOLL FREE (877) 321-4144  
ADDITIONAL POSTERS AVAILABLE FOR YOUR BUSINESS! | SCAN QR CODE TO VIEW MORE.



## FAMILY AND MEDICAL LEAVE ACT

### EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

#### WHAT IS FMLA LEAVE?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take up to **12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

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

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

#### AM I ELIGIBLE TO TAKE FMLA LEAVE?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

#### HOW DO I REQUEST FMLA LEAVE?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not** have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must** also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave.

Your employer **may** request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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 medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

#### WHAT DOES MY EMPLOYER NEED TO DO?

If you are eligible for FMLA leave, your employer **must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer **cannot** interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer **must** confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer **must** notify you in writing:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

#### WHERE CAN I FIND MORE INFORMATION?

Call 1-866-487-9243 or visit [dol.gov/fmla](https://dol.gov/fmla) to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**

#### SCAN ME



U.S. DEPARTMENT OF LABOR  
Wage and Hour Division

Scan the QR code to file a complaint.