



THE WISCONSIN LABOR LAW POSTER SERVICE
1360 REGENT ST. #161
MADISON, WISCONSIN 53715-1255

For compliance assistance
you may call us at: 1-877-321-4144

FAX: 1-888-442-4144

Notice Date: FX-08
Key Code:

ATTENTION ALL EMPLOYERS!
State and Federal Posters for 2008!
Please see requirements below.

Dear Employer,

State and Federal Law requires **Wisconsin** employers to post the following notices at most work sites. Investigations may be conducted by State inspectors. An employer found to be in violation of State or Federal Laws by willfully failing to post up-to-date OSHA posters may be subject to **monetary penalties** of up to **\$7000**, as well as exposure to **civil liability actions**. The Wisconsin Labor Law Poster Service is a non-governmental organization providing mandatory workplace posters and does not have a contract with any government agency. Certain posters may also be available free from the issuing governmental agencies. Compliance with State and Federal posting requirements may be achieved by responding to the order form below. **PLEASE RESPOND TODAY TO THE ENCLOSED.**

STATE POSTING REQUIREMENTS

- ☐ **Prevailing Wage (WI Admin. Code DWD 290.12)**
"An employer that is operating under a special minimum wage license shall at all times display and make available to employees a poster as prescribed by the department. The poster shall explain, in general terms, the conditions under which special minimum wages may be paid. The employer shall post the poster in a conspicuous place on the employer's premises where it may be readily observed by workers with disabilities, the parents and guardians of workers, and other employees."
- ☐ **Special Minimum Wage (WI Admin. Code DWD 272.09(10))**
"An employer that is operating under a special minimum wage license shall at all time display and make available to employees a poster as prescribed by the department. The poster shall explain, in general terms, the conditions under which special minimum wages may be paid."
- ☐ **Hours and Times of Day Minors May Work (WI Admin. Code DWD 270.03)**
"A summary of the provisions of [Hours and Times of day Minors May Work] shall be posted in a conspicuous place in all places of employment where minors are employed or permitted to work...."
- ☐ **Fair Employment (WI Admin. Code DWD 218.23)**
"Every employer, employment agency, labor organization and licensing agency subject to the [Fair Employment Act] shall post in conspicuous places upon its premises a poster...relating to the provisions of the act and this chapter."
- ☐ **Cessation of Health Care Benefits (WI Statutes §109.075(7))**
"Each employer shall post, in one or more conspicuous places where notices to employees are customarily posted, a notice in a form approved by the department setting forth the rights of employees, retirees and dependents under this section. Any employer who violates this subsection shall forfeit more than \$100."
- ☐ **Retaliation Protection for Health Care Workers (WI Statutes §146.997(6))**
"Each health care facility and health care provider shall post, in one or more conspicuous places where notices to employees are customarily posted, a notice in a form approved by the department setting forth employees' rights under this section. Any health care facility or health care provider that violates this subsection shall forfeit not more than \$100 for each offense."
- ☐ **Honesty Testing Devices (WI Statutes §111.37(3))**
"The department shall prepare and distribute a notice setting forth excerpts from, or summaries of, the pertinent provisions of this section. Each employer that administers lie detector tests, or that has lie detector tests administered, to its employees shall post and maintain that notice in conspicuous places on its premises where notices to employees and applicants for employment are customarily posted."
- ☐ **Unemployment Insurance (WI Admin. Code DWD 120.01)**
"Each covered employer shall keep employees informed about unemployment insurance...by posting appropriate notice-posters...."
- ☐ **Business Closing/Mass Layoff (WI Statutes §109.07(07))**
"Each employer shall post, in one or more conspicuous places where notices to employers are customarily posted, a notice in a form approved by the department setting forth employees' rights under [the Business Closing/Mass Layoff Notification Law]."
- ☐ **Family and Medical Leave (WI Statutes §103.10(14))**
"Each employer shall post, in one or more conspicuous places where notices to employees are customarily posted, a notice in a form approved by the department setting forth employees' rights under [the Family and Medical leave Act]. Any employer who violates this subsection shall forfeit not more than \$100 for each offense."
- ☐ **Public Employee Safety & Health (WI Statutes §101.055(7)(d))**
"A public employer shall notify its employees of their protections and rights under [Public Employees Safety & Health] by posting a summary of these protections and rights in the place of employment where notices to employees are usually posted."
- ☐ **Employees' Right to Know (WI Statutes §101.581)**
"An employer who uses, studies or produces a toxic substance, infectious agent or pesticide shall post in every workplace at the location where notices to employees are usually posted a sign which informs employees ..."

FEDERAL POSTING REQUIREMENTS

- ☐ **Federal Minimum Wage Act (29 CFR § 516.4) (NEW)**
Pursuant to **29 USC §206(a)(1)**, as amended by P.L. 110-28, H.R. 2206, effective July 24, 2007, the federal minimum wage increases from \$5.85 an hour to \$6.55 an hour.
"Every employer ... shall post and keep posted a notice explaining the Act ... in conspicuous places in every establishment where such employees are employed so as to permit them to observe readily a copy."
- ☐ **Uniform Services Employment and Reemployment Rights Act (38 USCA § 433(a))**
"Each employer shall provide to persons entitled to rights and benefits under this chapter a notice of the rights, benefits, and obligations of such persons and such employers under this chapter. The requirement for the provision of notice under this section may be met by the posting of the notice where employers place notices for employees."
- ☐ **Employee Polygraph Protection Act (29 CFR § 801.6)**
"Every employer subject to the EPPA shall post and keep posted on its premises a notice explaining the Act, as prescribed by the Secretary. Such notice must be posted in a prominent and conspicuous place in every establishment of the employer where it can be readily observed by employees and applicants for employment." Under 29 CFR § 801.42(7) a civil penalty not to exceed **\$10,000** may be assessed against any employer for violating any provision of this Act.
- ☐ **Equal Employment Opportunity is the Law (29 CFR § 1601.30)**
"Every employer ... shall post and keep posted in conspicuous places upon its premises notice in an accessible format ... describing the applicable provisions of title VII and the ADA. Such notice must be posted in prominent and accessible places where notices to employees... are customarily maintained...[F]ailure to comply with this section is punishable by a fine of not more than **\$110** for each separate offense."
- ☐ **Family and Medical Leave Act (29 USC § 2619(a)(b))**
"Each employer shall post and keep posted, in conspicuous places on the premises of the employer where notices to employees and applicants for employment are customarily posted, a notice ... setting forth excerpts from, or summaries of, the pertinent provisions of this subchapter and information pertaining to the filing of a charge... Any employer that willfully violates this section may be assessed a civil money penalty not to exceed **\$100** for each separate offense."
- ☐ **Occupational Safety and Health Act (29 CFR § 1903.2(a)(1))**
"Each employer shall post and keep posted a notice or notices ... informing employees of the protections and obligations provided for in the Act ... in a conspicuous place or places where notices to employees are customarily posted. Each employer shall take steps to insure that such notices are not altered, defaced, or covered by other material."

PLEASE MAIL THIS FORM WITH YOUR
CHECK, PAYABLE TO:

THE WISCONSIN
LABOR LAW POSTER SERVICE
1360 REGENT ST. #161
MADISON, WISCONSIN 53715-1255
1-877-321-4144 (phone orders)

Please send the following posters:

Complete Set(s) of Federal and State

___ 1st set..... **\$59.50** \$ _____
___ Add'l. set(s) **\$52.50** \$ _____

Separate Posters

___ **Federal Only** **\$24.50** each \$ _____
___ **State Set** **\$49.50** each \$ _____

(1st set \$7.75; Shipping \$ _____
add'l sets and Individual
posters \$5.75 each;) TOTAL \$ _____
Please Call for Large Order Discounts.

Order Form

FX-08 Key Code:

A complete set is made up of three large posters, one Federal and two State.
Posters are 18" x 24" in full color and laminated in plastic.

Posters also available in Spanish – please call.

PLEASE FAX CREDIT CARD ORDERS TO: 1-888-442-4144 – FAX

Enclosed: ☐ Check ☐ Money Order ☐ Automatic Annual Renewal

Credit Card: ☐ VISA ☐ MC ☐ AmEx ☐ Discover

Credit Card #: _____ – _____ – _____ Exp. _____ / _____

Signature _____

Ship to: (please print clearly) Attention: _____

Company: _____

Address: _____

City: _____ State _____ Zip _____

Phone: (_____) _____