

**FED** **EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT**

**FEDERAL MINIMUM WAGE**  
**\$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 the 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 hour restrictions. Different rules apply in agricultural employment.

**TIP CREDIT**  
Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

**NURSING MOTHERS**  
The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA overtime requirements in order for the employer to express breast milk for her nursing child for one year after the child's birth each time the mother 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.

**ENFORCEMENT**  
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.

**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.

DEPARTMENT OF LABOR  
UNITED STATES OF AMERICA

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

1-866-487-9243  
TTY: 1-877-889-5627  
[www.dol.gov/whd](http://www.dol.gov/whd)



WH1088

REV. 07/2016

**WI** **Wisconsin Minimum Wage Rates**

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

General Minimum Wage Rates		Minimum Wage Rates for Tipped Employees	
Non-Opportunity Employees:	Opportunity Employees:	Non-Opportunity Employees:	Opportunity Employees:
\$7.25 Per Hour	\$5.90 Per Hour	\$2.33 Per Hour	\$2.13 Per 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		Minimum Rates for Caddies	
Adults	\$7.25 per Hour	9 Holes	18 Holes
Minors	\$7.25 per Hour	\$5.90	\$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

819 N 6TH ST, ROOM 723  
MILWAUKEE WI 53203

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

Telephone: (414) 227-4384

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

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

ERD-9247-P

REV. 06/2020

**NOTICE:** This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate.

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

**WI** **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 under 16 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-7pm

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

**State child labor law** prohibits 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 to 15 years of age.

**Minors under 16 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 p.m. 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 91<sup>st</sup> 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: <https://dwd.wisconsin.gov/er/>

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Equal Rights Division at (608) 266-6860 to request information in an alternate format, including translated to another language.

ERD-9212-P

REV. 06/2020

**WI** **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, detecting or requesting that an employer or applicant take an honesty test (the 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 other manufacture, distribution or sale controlled by law enforcement agencies.

**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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ERD-10861-P

REV. 06/2020

**WI** **Notice to Employees About Applying for Wisconsin Unemployment Benefits**

**When to Apply**

- You are totally unemployed,
- 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 unemployed. Do not wait until the week is over.

**Have This Information Ready To Apply:**

- A username and password for filing online
- A valid email or mobile number
- Your social security number
- Your Wisconsin driver license or identification number
- Your work history for the last 18 months:

- Employers' business names \*\*
- Employers' addresses (including zip code) \*\*
- Employers' phone numbers
- First and last dates worked with each employer
- Reason no longer working with each employer

- Your area registration number, document number and expiration date, if you are a U.S. citizen
- 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 member

**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.wisconsin.gov/dwd/publications/unemployment> or call (414) 438-7705. Please enter your **UI Account business name and address in the box** (at right) for employee reference.

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

**How to Apply**

**STEPS TO APPLY ONLINE:**

1. Type into the internet browser: [my.unemployment.wisconsin.gov](https://my.unemployment.wisconsin.gov)
2. Read & Accept Terms and Conditions
3. Create a username and password
4. Log on to access online benefit services
5. Complete your application

**Apply Online During These Times**

Sunday 9:00 AM – 5:00 PM

Monday – Friday 6:00 AM – 7:00 PM

Saturday 9:00 AM – 2:30 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](http://dwd.wisconsin.gov/ui)

State of Wisconsin  
DWD  
Department of Workforce Development

\*\* Employer Business Name & Address:

201 E WASHINGTON AVE, ROOM A100  
MADISON WI 53708

819 N 6th ST, ROOM 723  
MILWAUKEE WI 53203

Telephone: (608) 266-6860

Telephone: (414) 227-4384

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

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ERD-7983-P

REV. 09/2019

**WI** **Wisconsin 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 also display the federal FMLA poster.

- 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, or parent if the employee is the 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  
MADISON WI 53708

819 N 6th ST, ROOM 723  
MILWAUKEE WI 53203

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ERD-7983-P

REV. 06/2020

**FED** **EMPLOYEE RIGHTS**  
**EMPLOYEE POLYGRAPH PROTECTION ACT**

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

**PROHIBITIONS**  
Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, from discouraging, discriminating, 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 (armed 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 content 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.**

DEPARTMENT OF LABOR  
UNITED STATES OF AMERICA

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

1-866-487-9243  
TTY: 1-877-889-5627  
[www.dol.gov/whd](http://www.dol.gov/whd)



WH1462

REV. 07/2016

**FED** **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 AND RETALIATION**  
If you:

- are a past or present member of the uniformed service;
- have applied for membership in the uniformed service; or
- then an employer may not deny you:

- initial 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 (i.e., 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 <http://www.dol.gov/vets>. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/dance/usaerr.htm>.

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 and assistance.

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: <http://www.dol.gov/vets/programs/usaerr/poster.htm>.

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 Labor • 1-866-487-2365 U.S. Department of Justice  
Office of Special Counsel • Employer Support of the Guard and Reserve • 1-800-336-4590

REV. 04/2017

**WI** **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.