

# Wisconsin's Job Posting Policy and Procedures

<https://dwd.wisconsin.gov/jobservice/joborder/>

## Reviewed June 2018

**Some links in this document have restricted access. An approved user name and password is required to access these areas.**

**Department of Workforce Development, Division of Employment and Training, Job Service Bureau**

## Preface

This policy document takes effect immediately and is in effect until further notice. This policy document replaces previous Job Posting Policy and Procedures documents.

For assistance in answering questions, refer to the [Contact Information](#) in Section C of this document.

## Introduction

This document provides direction on Job Center of Wisconsin (JCW) job posting policies and procedures. Use this document as the first source of technical assistance when questions arise regarding official policy or procedures about Job Center of Wisconsin job postings. If this document does not answer a job posting-related question, consult the [Job Posting Policy Contact](#) listed in Section C of this document.

The Job Center of Wisconsin system, built and maintained by the Division of Employment and Training (DET), is the cornerstone of the labor exchange system in Wisconsin. It is important that accurate job postings are listed on Job Center of Wisconsin so job seekers and employers are connected in a proper and timely fashion.

Job seekers and employers must trust the information found on Job Center of Wisconsin. If not, job seekers will seek other methods of finding employment and employers will go elsewhere to recruit qualified applicants for their job openings. A quality job posting will provide complete, accurate and factual information about the position. It must be written so that the general public can understand the job. Job Center of Wisconsin is a government web site and must be held to the highest standards.

All job postings posted directly to Job Center of Wisconsin must:

Clearly and accurately represent the employment situation.

Comply with applicable state and federal employment laws, including AA/EOC requirements.

Be currently available for application and represent an actual job opening.

Not charge a fee to provide a job seeker with access to a job referral or as a condition of accepting a job.

Not be used to recruit replacement workers in a labor dispute.

Meet DET quality and policy standards.

Access to Job Center of Wisconsin will be provided to bona fide employers and their agents engaging in legal business. Job postings that do not adhere to the policies in this document will be removed and the employer may be denied further access and service until the issue has been resolved to the Department's satisfaction.

The policies and procedures contained in this document are the job posting policies and procedures of the Department of Workforce Development's Division of Employment and Training.

Employers and their agents agree to abide by the policies and procedures set forth in this document.

The following job posting policies and procedures are divided into three sections:

### **Section A. Job Posting Entry Policies and Procedures**

### **Section B. Other Job Posting Issues**

### **Section C. Appendix**

#### **A1. Abbreviations –**

Abbreviations and technical jargon should be discouraged and not used unless information is specific to an occupation or when specific requirements are necessary. Common industry or occupational abbreviations should be used (e.g., driver's license requirements such as "HAZMAT CDL," computer languages such as "HTML," etc.). Whenever possible, use abbreviations and words that are commonly understood by the general public.

#### **A2. Affirmative Action Employer –**

Solely posting a job on Job Center of Wisconsin does not satisfy an Affirmative Action directive from the U.S. Equal Employment Opportunity Commission (EEOC). An employer should refer to their Affirmative Action Plan for more information.

References:

[Executive Order 11246](#)

### **A3. Registered Apprenticeship –**

Registered Apprenticeship opportunities provided by local apprenticeship committees are treated as job openings and are allowed on Job Center of Wisconsin. In some cases, the final employer of an apprentice may not be known at the time the opening is announced, so the local apprenticeship committee is identified as the employer on these job postings. Note that this is an exception to the policy requiring job postings to have actual job openings and applies only to apprentices sponsored by State of Wisconsin-recognized apprenticeship committees. This exception should not be applied to other training situations.

### **A4. On-Call Employment –**

On-Call Employment job postings must meet the same minimum requirements as any other job posting. The employment must meet applicable state and federal laws.

References:

[Wisconsin Administrative Code, Chapter 272](#)

### **A5. Compensation Methods (Commission, Performance-based, Incentive, and Piecework Jobs) –**

State law requires that all employees be paid at least minimum wage for all covered employment regardless of the method of compensation. A job posting should clearly state the method of compensation. To be listed on Job Center of Wisconsin, all job postings must provide total compensation of at least the minimum wage for any hours worked or spent in required training. Federal, state, and local-municipal laws and ordinances apply. Apply the higher or most stringent law when there is a conflict. Jobs that pay straight commission cannot be included if they only pay when a product is sold, and do not guarantee the worker at least a minimum wage for the hours worked. Employers will be informed at the time of listing that the minimum wage law applies. Employer acceptance satisfies the minimum wage guarantee for accepting a job posting.

Occasionally an employer provides a draw against future commission to cover wages until the employee begins to earn commission. If a draw against commission is received, the job can only be listed on Job Center of Wisconsin if the employer guarantees the draw will at least provide minimum wage for the hours worked or spent in required training. A draw is usually paid back to the employer by being subtracted from future commissions. If the employee is no longer employed by the employer prior to paying this draw back, the employer must accept the loss.

The following statement appears to employers when entering any job posting:

"All methods of compensation must guarantee at least minimum wage as required by Federal and Wisconsin law."

Current wage rates can be found at:

## Wisconsin Statute, Chapter 104, Minimum Wage

### **A6. Employer Name –**

In order to obtain accurate information for reporting and system management, employers must be accurately identified. For the benefit of job applicants, the name that appears on the job posting should be the commonly recognized name of the local work site.

Job Center of Wisconsin requires the use of the correct employer name and work site location. Staff must maintain the accuracy of this information in the database, including appropriate employer name, Unemployment Insurance account number, and work site locations.

Note for staff: If the name on the employer record in the Job Center of Wisconsin database has changed, or doesn't accurately reflect what the business is known as locally, staff should update the employer record as follows:

- Leave the Profile Legal Name alone - DO NOT CHANGE
- Update the Profile Trade Name to what the business is known as locally
- Update the Site Trade Name to what the business is known as locally

### **A7. Federal Contractors and Subcontractors –**

Any business with a federal contract or subcontract (including private employment agencies providing staff) of \$100,000 or more must take Affirmative Action to hire and promote qualified special disabled veterans, veterans of the Vietnam era and any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

Contractors and subcontractors are required to list all employment openings with their local state employment security agency except for executive or top management jobs, positions filled from within the organization, and jobs lasting three days or fewer. The Wisconsin Job Service Bureau encourages employers to list their openings with the Job Center of Wisconsin or the National Labor Exchange (NLX) at <https://usnlx.com/>

Companies must still actively search out these veteran groups to interview for their openings. Veteran's service staff can assist the employer by referring qualified veterans.

References:

[Office of Federal Contract Compliance Programs \(OFCCP\)](#)

[Executive Order 11246](#)

### **A8. Job Titles –**

Job titles should be commonly accepted names of occupations. Reference the Occupational Information Network (O\*NET) for suggestions of appropriate or commonly used titles. Job postings must have only one job title. Separate job postings should be posted for different job titles. Using more than one job title on a posting causes confusion and produces inaccurate search results. Job postings with one job title may continue to have multiple openings.

Reference:

[Occupational Information Network \(O\\*NET\)](#)

### **A9. Location of Work Site –**

The location of the work site must be in Wisconsin or in a bordering county in Illinois, Iowa, Michigan or Minnesota. As long as the work site is located in Wisconsin or a bordering county, the employer itself does not have to be similarly situated. Employers with positions located elsewhere should be referred to their state's American Job Center network.

References:

[Acceptable Work Site Counties for JCW Job Postings](#)

[American Job Center Finder](#)

### **A10. Military Recruitment –**

The military services are legitimate employers and the same rules are applied to them as any other employer as described below. This protects the public from incomplete and misleading job advertisements.

Only military jobs with work sites in Wisconsin are accepted. The majority of these positions will be in the Reserves or the National Guard. Typically, active duty recruitments involve leaving Wisconsin with no intention to return to a duty station within the state. National Guard and Reserve recruitments DO typically involve returning to Wisconsin. The duty assignment is to a local armory or reserve center. Even though the individual may leave for training, or they may be called to active duty at a later date, the normal and intended work site is local. Therefore, these job postings are acceptable.

The National Guard and Reserves do have active duty personnel who are assigned locally. They are called Active Guard and Reserve (AGR). Usually these positions are filled internally from members of the local military unit. These positions are acceptable, even though they are active duty, because the duty station or work site is in Wisconsin.

Another possibility is a request to recruit for a Reserve Technician. These positions are federal civil service jobs that have membership in a National Guard or Reserve unit as a condition of employment. The individual may work at an armory or reserve center (or at a military base like Fort McCoy). They wear the military uniform at work. They typically work at the same facility as their military unit. But, they are not active duty military personnel. These jobs are acceptable to post.

A separate job posting must be written for each job classification.

Applicants should be informed that military job requirements include passing a rigorous physical exam, enlisting in the military, and that applicants must be between the ages of 17 and 35. The nature and conditions of the work should be explained in the job posting. The hours, days of work, travel requirements, out-of-state training requirements, physical demands, etc., should be clearly stated. This does not have to be lengthy, but it should leave no doubt about the employment situation.

There must be an actual opening.

Although reservists typically do travel to their assigned units from outside the local area, employers should not post in multiple counties for purposes of recruiting. Units that have more than one location can include all those counties on one job posting. Worksite locations should not be manipulated purely to increase the recruiting area.

Veteran staff have no special responsibilities with military job postings. Reservists are NOT necessarily veterans. National Guard or Reserve service by itself does not bestow veteran's status for VA benefits.

Recruiters are typically assigned to a specific military unit. They receive the "applications" and process the job seekers.

### **A11. Compensation Information –**

Research using Job Center of Wisconsin data has shown that job postings with wage information receive about twice as many "hits" as those without. To attract the most applicants and obtain better results, employers are encouraged to provide compensation information, rather than listing "Based on Experience" on the job posting.

### **A12. Private Employment Agencies (including Temporary, Direct Hire, and PEO) –**

Private employment agencies may be referred to by a number of terms such as temp agencies, temporary agencies, staffing services or placement services. Occasionally a non-employment, agency-type business will perform employment agency functions (such as recruiting) and should be treated like an employment agency in those instances. Professional Employer Organizations (PEOs) that **contractually** assume and manage human resources and personnel responsibilities by establishing, maintaining, and **sharing** an employer/employee relationship with a work site company are subject to this policy.

Private employment agencies are employers and have a right to list their job postings on Job Center of Wisconsin. When they are recruiting employees who will be on their payroll while performing work for another employer, the private employment agency is the legal employer of record. Employees are issued W-2 tax statements by the private employment agency at the end of the year or term of employment, whichever comes first.

Job postings can be accepted from private agencies and the same policies apply. **There must be an actual job opening** and the recruitment should adhere to the policies and procedures relating to labor disputes, federal contractors, independent contractors, etc.

Job postings (temporary, direct hire, PEO, hiring for their own staff) can be entered on Job Center of Wisconsin by private employment agency staff. Job postings must be attached to the private employment agency's record. No job postings will be attached to the work site employer's record.

References:

[Wisconsin Statutes Chapter 105: Employment Agents](#)

### **A13. Suppressed Job Postings –**

A suppressed job posting does not have the name, address, or any other identifying information about the employer displayed to the public. Suppressing a job posting protects legitimate employer needs for confidentiality. Examples: an employer is recruiting to replace an existing employee and doesn't want the employee to know; or a private household is looking for someone to care for an elderly person or small child in the home.

Suppressed job postings must contain specific information concerning the method for applying, including names, addresses, or contact information, as appropriate.

### **A14. Tipped Occupations –**

Wisconsin state law requires that all employees be paid at least minimum wage for all covered employment regardless of the method of compensation.

Tipped occupations have a special minimum wage. State law requires that TOTAL compensation (wages PLUS tips) be equal to or exceed the general minimum wage. The employer is responsible to make up the difference in the absence of adequate tip compensation.

The following statement appears to employers when entering any job posting:

"All methods of compensation must guarantee at least minimum wage as required by Federal and Wisconsin law."

Reference:

## Chapter 104 Wisconsin Statutes

### **A15. Veteran's Priority –**

Veteran's Priority is mandated on all job postings. Federal law requires that veterans receive priority in job referrals. This means that all qualified veterans have an opportunity to view the job opening before non-veterans. To accomplish this, a 24-hour hold is placed on each job posting. Registered veterans using Job Center of Wisconsin, whether in a Job Center or on the Internet, can see jobs on Veteran's Priority.

### **A16. Native American Sovereignty and Job Postings –**

Native American tribes can legally place Native American preference statements in job postings.

Job postings placed by Native American tribal businesses or located on tribally-owned lands are not required to meet Wisconsin employment law. Job posting wording contrary to state law, but acceptable under federal law, will be acceptable as a legal job posting.

However, all job postings must still represent an actual job opening, represent an employer-employee relationship, and not charge the applicant a fee. Job postings may be declined or discontinuation of service initiated, when justified, as with any other employer.

References:

#### [Preference Language in Job Postings](#)

### **A17. Intra- and Inter-State Clearance Job Postings –**

Intra- and Inter-State Clearance job postings must be accepted on Job Center of Wisconsin and the employer's name must be suppressed to comply with federal Department of Labor (DOL) regulation and ensure an orderly movement of workers within the Agricultural Recruitment system. The recruitment area for these postings is determined by the Department of Labor and will extend beyond the normal commuting distance. Intra-state area includes the entire state of Wisconsin and Inter-State areas include other states as indicated by DOL Region V office.

Initially the employer will place a regular job posting to recruit locally within the area of normal commuting distance. If labor needs are not met through the local job posting, Job Service staff should inform the employer of the option to recruit more broadly by placing an Intra- or Inter-State Clearance Posting. The employer is required to provide free housing and transportation to and from the worker's place of origin to the worksite. The housing must be inspected and certified by the State prior to placing the job posting.

The employer will complete DOL's Job Posting form: Agricultural and Food Processing Clearance Posting (ETA Form 790) and all necessary supplemental information including regulatory assurances. The

employer must include a copy of the approved housing certificate including information on maximum occupancy.

Staff must review the job posting for completeness to ensure it meets the requirements of US DOL federal regulations. The completed and accepted ETA 790 form is sent via email to the State Monitor Advocate who then submits it to the U.S. Department of Labor, Employment and Training Administration (ETA), Region V Monitor Advocate for review. The Region V office will approve or deny the Posting within 10 business days. If approved, the Region V office determines the geographical area to which to extend the job posting.

Once notification of approval has been received, the Clearance Order and all attachments are entered into the [Job Center of Wisconsin](#) system.

Modifications of a Clearance posting can be made if there is a change in crop or market conditions that affect the time for which labor is needed.

The Department of Workforce Development (DWD) will continue to be responsible for overseeing and conducting on-site field checks of job sites where agricultural workers have been placed, responding to any work-related complaints from the worker(s), providing outreach, and explaining available services to workers and local staff.

[Use this link](#) to access U.S. DOL regulations 20 CFR 653.501-503 for more detail on the federal requirements [Subpart F—Agricultural Clearance Posting Activity]

### **B1. US.Jobs and America's Job Exchange –**

All job postings are automatically posted on our trusted partners' job boards, US.Jobs and America's Job Exchange, after the job posting has passed the Veteran's Priority hold. Suppressed postings will not be posted.

### **B2. Job Posting Complaints –**

When a complaint, question, or concern is raised about a job posting, the staff person receiving the complaint should always try to address the concern in a professional, accurate, and informative manner. If the complainant is not satisfied with the answer, then he/she should be directed to the next level of management, to the local Job Service Complaint Specialist, or to the local Job Center Complaints Coordinator, depending on local procedure.

### **B3. Discrimination**

Job postings that are not in compliance with all applicable state or federal employment laws will not be accepted. This includes all state and federal wage and hour laws, child labor laws, discrimination laws and disability laws.

When a question arises about the appropriateness or legality of a job posting, an individual or staff person may contact the [Job Center of Wisconsin mailbox](#) for further investigation.

#### **B4. Fees, Investments, and Purchases as a Condition of Employment –**

Job postings will not be accepted when the employer or agent of the employer requires the applicant to pay a fee to apply for, be referred to, or be considered for employment. Universal access to basic labor exchange services will be at no cost to job seekers.

Referrals to private employment agencies are permitted as long as the applicant is not charged a fee.

Monetary investments and purchases of employment-related items are not considered fees. Employment situations involving investments or purchases may or may not be acceptable depending on the circumstances involved. Investments or purchases that primarily benefit the employer, cover the costs of the hiring process, or would commonly be considered the employer's cost of doing business are unacceptable for a job posting.

Examples of acceptable costs to the applicant include:

- Professional or occupational licenses such as nursing certificates, insurance licenses, teaching certificates and CDL driving licenses.

- Occupational certifications normally obtained as part of a vocational training program.

- Tools in occupations where workers normally own their own tools such as mechanics and the construction trades.

- Uniforms, clothing, or safety items common to the occupation such as nursing uniforms, safety shoes, gloves, or professional clothing.

- On-the-job use of personal vehicles where mileage is reimbursed.

Examples of unacceptable costs to the applicant include:

- Paying for employment tests such as personality surveys, aptitude tests, skill assessments or civil service tests.

- Paying for background checks.

- Purchasing sales inventory (raises an issue of the situation being self-employment).

- Purchasing sales kits that are specific to the company.

- Purchasing safety equipment that would reasonably be considered a cost of doing business.

- Drug testing and medical examinations as a condition of employment are required by law to be paid for by the employer. The job posting will clearly state any requirement for pre-employment medical testing.

Any requirements for purchases or use of personal property should be clearly stated on the job posting.

References:

29 U.S. Code § 3254 (5)

## **B5. Foreign Labor Certification –**

One method for an employer to fill a vacancy when they are unable to find qualified applicants locally is to obtain a Permanent Foreign Labor Certification from the United States (U.S.) Department of Labor (DOL). DOL must certify that there are no qualified U.S. workers available and willing to accept the job.

As part of this recruitment process, the employer must submit the Agricultural and Food Processing Clearance Posting ETA Form 790 to the State Workforce Agency (SWA) at least 60 days before, but not more than 75 days prior to, the employer's date of need.

The foreign labor certification (FLC) process is the responsibility of the employer, not the employee or Job Center staff.

**Permanent Foreign Labor Certification job postings should be indistinguishable from any other job posting.**

Job postings may be placed by the company directly, or by a company representative (an immigration attorney or immigration agent). Applications or resumes may be submitted to the company or to the company representative. Company representatives entering job postings online should register to use Job Center of Wisconsin under the workplace company name.

**Temporary FLC job postings are entered, serviced, and closed by the state Foreign Labor Certification Coordinator in the DWD Central Office.** The employer names in these postings are suppressed to ensure that all resumes are sent through the central office for review and not directly to the employer. Temporary FLC job postings will be recognizable because the FLC office in Madison will be listed as the employer and the point of application. Temporary FLC job postings are not to be updated, closed or otherwise modified by local field staff.

[Office of Foreign Labor Certification \(US Dept. of Labor\)](#)

## **B6. Independent Contractor Opportunities –**

The purpose of the public labor exchange is to facilitate employment. Job postings will only be accepted that offer employment opportunities where an employer-employee relationship will exist. Independent contractor opportunities are self-employment, which represent business opportunities rather than employment. The individual is responsible for paying his/her own quarterly income taxes, disability insurance in lieu of Worker's Compensation, Social Security taxes, and other such costs of doing business. Such requests cannot be accepted as job postings.

One test used to distinguish an independent contractor opportunity from a legal employment opportunity is:

**If the employee is issued an IRS Form W-2, it is employment.**

**If the individual is issued an IRS Form 1099, it is an independent contractor opportunity.**

Examples of Independent Contractors:

Home-based businesses such as Tupperware, Stanley Products, Amway, etc.

Independent Insurance Agents

Real Estate Brokers

Truck Drivers who are owner/operators

Note: These examples are not inclusive but represent some occupations that usually are considered independent contractors.

References: 20 CFR 651.10, 20, 30 and 50

USC 29 Section 49

## **B7. Labor Disputes –**

Job postings will not be accepted for positions that are vacant due to a labor dispute, strike or lockout.

When a job posting is received from an employer reportedly involved in a labor dispute involving a work stoppage, staff shall verify that a labor dispute exists and determine if the position is involved in the labor dispute. If the position is not involved in the labor dispute, the job posting can be accepted. If it is involved, the job posting cannot be accepted.

Reference: Code of Federal Regulations, 20CFR 652.9 [Federal Regulations Labor Dispute](#)

## **B8. On-site Recruitment –**

An employer who does on-site recruitment at a Job Center must have a job posting listed on Job Center of Wisconsin at the time of the recruitment.

## **B9. Training or Work Experience Opportunities –**

Work that is primarily a training or work experience opportunity must NOT be listed on Job Center of Wisconsin. Agencies which offer individuals the opportunity to gain work experience, work readiness, training, job development, skill building or similar activities are not to be included as jobs on Job Center of

Wisconsin. However, the kinds of opportunities mentioned above can be posted in Job Centers and Job Center staff can distribute information about them.

To determine if an opportunity is appropriate for Job Center of Wisconsin, three criteria should be considered:

1. Does an employee-employer relationship exist between the worksite organization and the worker?
2. Is the work activity primarily intended to provide experience, build work readiness, overcome employment barriers, develop employment skills, or directly connected to a course of study? OR, is it primarily work that has an entry level, training, on-the-job training, or apprenticeship component?
3. Is the opportunity available to the general public? Is there a need to advertise the opportunity outside of existing program participants to recruit candidates?

If no real employer-employee relationship exists, the activity is primarily training focused, and the general public cannot apply, the opportunity is inappropriate for, and should not be listed on, Job Center of Wisconsin.

Registered Apprenticeship opportunities are an exception as explained in this policy document (see A3).

Title V of the Older Americans Act of 1965 establishes an "Older Worker Community Service Employment Program". The program uses community service opportunities to promote part-time employment for low income persons 55 years old or older. Jobs created under Title V programs are appropriate for Job Center of Wisconsin. They are not discriminatory because they provide a preference to older workers and are specifically authorized by Federal legislation. They are primarily employment and not training as required above.

### **B10. Unusual Job Postings –**

The Job Service Bureau reserves the right to refuse or discontinue the listing of a job posting that is contrary to community standards of good taste or decency, is misleading, or appears to involve conduct that violates state or federal law.

If staff believe that a job posting should be refused or discontinued under the policy stated above, staff shall notify the [Job Center of Wisconsin mailbox](#). Designated staff will contact the person who submitted the job posting. The submitter may request a review. The review will be conducted by the Director of the Job Service Bureau or the Director's designee and the DWD Office of Legal Counsel.

### **B11. Declining Job Postings and Discontinuation of Service –**

Staff and supervisors have discretion to decline job postings that do not meet applicable employment laws or comply with DET policy. Because Job Center of Wisconsin and other services of Job Service are paid for by public funds, Job Service reserves the right to refuse the listing of a job posting that is contrary to community standards of good taste or decency, is misleading, or appears to be in violation of employment

related laws (see B10 Unusual Job Postings). Staff and supervisors have local discretion to decline job postings until modified.

If staff believe that a job posting should be refused under the policy stated above, that staff person shall notify the [Job Center of Wisconsin mailbox](#). Designated staff will contact the person who submitted the job posting. If the employer agrees to modify, amend or change the contents of the job posting to comply with Job Posting policy and employment related laws, the job posting is allowable.

Local staff and supervisors can temporarily suspend job posting services to a company if continuation of service could "cause substantial harm to a significant number of workers" (20 CFR 658.501(b)) or pending a decision by DET Management to discontinue service permanently. The employer must be notified in writing and provided an opportunity to appeal to DET Management.

Formal discontinuation of job posting service must be based on specific evidence of wrong-doing as outlined below. DET Management must make this decision. The following are some conditions identified as the basis for discontinuation of services to employers (20 CFR 658.501(a)):

- A. Employer submits and refuses to alter or withdraw job postings containing specifications which are contrary to employment-related laws.
- B. Employer submits interstate or intrastate job postings seeking workers to perform agricultural or food processing work and refuses to provide assurances that the jobs offered are in compliance with employment-related laws.
- C. Employer is found, through field checks or otherwise, to have either misrepresented the terms and conditions of employment specified on job postings or to have failed to comply fully with assurances made on job postings.
- D. Local Job Service staff or Job Service Complaint Specialists are informed or become aware that three or more formal written complaints have been filed against an employer who placed a job posting within the past 12 months (Job Service Related Complaints). If complaints are resolved, the employer may continue to receive services. If complaints are not resolved, the employer is informed that job postings will be removed from the system with no more applicant referrals, until the complaints are resolved.
- E. Job Service staff (either local or central office) become aware, or are notified by an enforcement agency or agencies after an investigation, that complaints against that employer did violate employment-related laws.

Employers can be reinstated by providing evidence that the reasons for discontinuation of service have been eliminated (20 CFR 658.504).

See Job Posting Policy memo "[Declining a Job Order vs. Discontinuation of Service](#)" dated December 6, 2004.

References:

20 CFR 658.501, 502, 503, 504

**Contact Information**

**For general job posting policy questions:**

Chuck Gottschall, District Director, Job Service Bureau, TEL (715) 392-7812, EMAIL [Chuck Gottschall](#)

**For Job Center of Wisconsin Policy, Procedural or Technical Questions:**

Job Center of Wisconsin Call Center, TEL (888) 258-9966 EMAIL [JCW Mailbox](#)

**For questions about Foreign Labor Certification:**

Foreign Labor Certification Unit, TEL (608) 266-7426, EMAIL [FLC Unit](#)

**For questions about the Job Service Complaint System:**

Chuck Gottschall, District Director, Job Service Bureau, TEL (715) 392-7812, EMAIL [Chuck Gottschall](#)