

"FRIDAY FUNDAMENTALS" Labor Law Training Series

These interactive sessions in 2023-2024 provide basic information about laws relating to:

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| Fair Employment / Wage and Hour Law |
| Unemployment Insurance |
| Vocational Rehabilitation |
| Worker's Compensation |
| Employment and Training |

Register now for DWD's "Friday Fundamentals" educational series.

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| October 6, 2023 | December 1, 2023 | January 26, 2024 | March 8, 2024 | May 3, 2024 |
| October 20, 2023 | December 8, 2023 | February 2, 2024 | April 5, 2024 | |
| November 10, 2023 | December 15, 2023 | February 16, 2024 | April 19, 2024 | |
| November 17, 2023 | January 12, 2024 | March 1, 2024 | April 26, 2024 | |

About the Sessions

The Wisconsin Department of Workforce Development (DWD) will present its annual series of **educational web conferences** on the dates listed above. Most topics are expanded versions of those presented at DWD's Labor Law Clinics.

All sessions are held from **9 a.m. - 11 a.m.**

Choose Your Sessions

The courses are designed to be most helpful to those new to their jobs or to the State of Wisconsin. They will also be helpful to those who have not attended a DWD Labor Law Clinic or other DWD seminar in recent years. Particular groups that may benefit include:

- Employers of all sizes (2.0 hours CEU available)
- Attorneys (2.0 hours CLE available)
- HR Directors
- Labor Unions

Interactive Online Training Sessions

WebEx web conferencing sessions provide convenience for learners and encourage participation and interaction with Q&A and group chat opportunities during the presentations.

Program information may be found at: <https://dwd.wisconsin.gov/laborlaw/frifund.htm>.

Low Cost

The \$36.00 registration fee for each session includes reference materials in advance of each session.

When you buy over five sessions you are eligible to receive a coupon for a free session. Session details and registration instructions can be found at: <https://dwd.wisconsin.gov/laborlaw/frifund.htm>.

Registration must be completed at least 24 hours prior to the session

*Co-sponsored by the Department of Workforce Development
Unemployment Insurance Division and Division of Employment and Training*

For questions email laborlawclinic@dwd.wisconsin.gov or call (608) 405-4099

10/6/23 – Labor Standards Combo: State and Federal Wage and Hour Laws

This joint presentation from DWD's Equal Rights Division and the U.S. Department of Labor's Wage and Hour Division focuses on issues related to overtime, hours of work, wage payment requirements, and minimum wage. In addition, there will be an overview of the Families First Coronavirus Response Act (FFCRA).

10/20/23 – OSHA and Wage & Hour: Beyond the Basics

The U.S. Department of Labor agencies OSHA and the Wage & Hour Division, join forces to provide important up-to-date information on the laws enforced by their agencies. The OSHA section will focus on basic OSHA inspection procedures, recordkeeping, reporting to OSHA and Worker Rights. Also, a discussion of the latest national and local emphasis programs, other areas of interest, proposed standards, and policy changes. The focus for the Wage & Hour portion of the presentation will be on how federal wage and hour laws operate in light of the impact COVID-19 has had in our employment communities. Two agencies, one session, a lot of great information!

11/10/23 – Employees with Health Challenges

Provides information about what to do when you have an employee who comes to you with a medical or health challenge. Explains the basics of the state and federal Family Medical Leave Act. Reviews an employer's responsibilities under the Wisconsin Fair Employment Act and the Americans with Disabilities Act, including what to do when an employee needs a reasonable accommodation. Discusses the interaction of the FMLA, an employer's paid time off policy, and the reasonable accommodation process.

11/17/23 – Workplace Harassment

Provides information about harassment under the Wisconsin Fair Employment Law (WFEL). It includes a discussion of sexual harassment and harassment based on other characteristics such as race, color, national origin and sexual orientation. We use case law to illustrate concepts, emphasize the importance of strong company policies prohibiting unlawful harassment, and provide suggestions for handling and investigating complaints.

12/1/23 – Holiday EEO: EEOC and WHD Address Potential Holiday Workplace Issues

When you hear "the holidays," what do you think of? For many, the holiday season typically conjures up warm, fuzzy images and feelings – exchanging gifts, participating in celebratory events, and spending more time with family and friends. But what is typically a time of great joy, the holiday season can also bring potential workplace issues for both workers and employers, and for the latter, missteps which may violate federal EEO and labor laws.

12/8/23 – Enhancing Diversity in the Workplace: Facts, Strategies, and Resources

Learn how to connect to a virtually untapped talent pool through the Division of Vocational Rehabilitation (DVR). Hear information about connecting to DVR talent, enhancing diversity in your business, and increasing connectivity to your customers. Find out about financial incentives and creative strategies to meet your workforce and business needs. This presentation offers opportunity for open discussion about the subject of disability and employment.

12/15/23 – Understanding the Principles of the Worker's Compensation Law

Focuses both on an overview of the key principles underlying the Worker's Compensation system, and on practical, useful ideas for employers to implement in handling Worker's Compensation claims. Practical advice is provided on establishing an effective injury reporting process, receiving employee accident reports, communicating with Worker's Compensation carriers, investigating reports of work-related injuries and steps to follow to present evidence on behalf of employers at hearings.

1/12/24 – Defining "Misconduct" and "Substantial Fault" under Wisconsin UI Law Work Share

Identifies the factors considered by UI staff, by the Labor and Industry Review Commission and by the courts to decide whether the actions of an employee amount to "misconduct" or "substantial fault," either of which can result in an employee's disqualification for UI benefits. Covers the statutory definition of "misconduct" and the legal standard for "substantial fault" benefit disqualifications.

1/26/24 – Demystifying Arrest and Conviction Record in the WI Fair Employment Law

The Wisconsin Fair Employment Law's (WFEL) provisions prohibiting discrimination based on arrest record or conviction record can be challenging to follow. This topic seeks to clarify some of those challenges and will give the audience a better understanding of the definitions of arrest record and conviction record; the statements and questions that are acceptable in job postings and applications; the impact of failure to reveal all convictions on job applications; the substantial relationship test, lack of bondability, the Onalaska defense; and exceptions related to specific industries. We will also discuss new statutory requirements related to licensing agencies.

2/2/24 – Job Service Resources: Connecting Employers with Job Seekers, Wisconsin Fast Forward

Find out about tools you can use today at no cost to help connect with candidates with proven foundational skills. Learn about the variety of Job Service tools available and how they can be incorporated into your hiring practice. Learn about the Wisconsin Fast Forward (WFF) grant program, a nationally recognized, talent development solution driven by Wisconsin businesses to train and retain highly skilled workers, how it impacts business and employees in Wisconsin, and how to submit a successful WFF grant application.

2/16/24 – Deciding Who is Eligible For Unemployment Insurance (UI) Benefits

Provides an overview of the primary issues affecting employee eligibility and employer liability for UI benefits. Includes a discussion of quits, discharges, offers of work, work available, and how terms such as "able to work" and "available for work" are defined by UI. Offers an opportunity for the audience to ask questions about how and why UI benefits are paid.

3/1/24 – You Be the Unemployment Insurance (UI) Judge

Reviews summaries typical of actual, contested UI cases, allowing the audience members to decide how they would rule if they were the Administrative Law Judge (Appeal Tribunal). Covers issues such as discharges, quits, suspensions due to physical restrictions, and other miscellaneous specialty areas. Cases are prepared, and sessions are led by an experienced Appeal Tribunal.

3/8/24 – Avoiding "Loaded" Employment Application and Interview Questions that May Discriminate

Asks you to consider, when was the last time you took a good look at that application form you're using? What about interview questions? Are some of the questions discriminatory or interpreted as discriminatory? This topic looks at how the Wisconsin Fair Employment Law applies to the recruitment process and offers alternative questions to help avoid discrimination when gathering information needed to help choose the right candidate for the job.

4/5/24 – State and Federal Migrant and Seasonal Agricultural Worker Laws and Protections Overview

Discusses the primary functions of migrant law enforcement, which is administered by DWD (DWD 301 code) including: inspection and certification of all migrant camps in the state; work agreement reviews; crew leader registration; field sanitation; and complaint investigation. Also, provides a brief overview of the Migrant and Seasonal Agricultural Worker Protection Act (MSPA) administered by the Federal Wage and Hour Division.

4/19/24 – Wisconsin Unemployment Insurance (UI) Tax Law

Provides information on how an employer establishes coverage for unemployment insurance, covered and excluded employment, taxability of wages, account reporting, unique reporting situations and business transfers. Offers an opportunity for the audience to ask questions about how and why UI taxes are established.

4/26/24 – Get to Know Us: A Multi-Federal Agency Overview!

In our country, May 1st is officially recognized as 'Law Day'. A day to reflect on the role that our laws play in several areas of our society, including the workplace. But many employers and employees remain uncertain about what laws impact their workplace and who enforces those laws. That's why the U.S. Equal Employment Opportunity Commission and the U.S. Department of Labor's Employee Benefits Security Administration and Wage and Hour Division have teamed up for Law Day 2022! During this session, each agency will provide important information on the laws they enforce and the issues regulated by their agency. Don't miss this opportunity to educate yourself and unscramble the maze of federal laws that directly affect your workplace!

5/3/24 – Worker Misclassification

Is a worker an employee or an independent contractor? Discusses the importance to an employer of correctly classifying employees as independent contractors; provides an overview of the tests in the Unemployment Insurance law that are used to determine if workers are employees or independent contractors; describes the worksite compliance investigation process; and provides a demonstration of the DWD website created to assist employers in correctly classifying their workers.

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 to request information in an alternate format, including translated to another language.