

Northeast Wisconsin Job Center's Employer Bulletin

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JobCenterOfWisconsin.com

Can help your business tap into Wisconsin's Labor Pool



Job Center of Wisconsin

Can help Your Business Tap into Wisconsin's Labor Pool

It's no economic secret. The economy has broadly impacted the labor market as many businesses have had to reduce hours, furlough or cut-back staff to align their workforce with business needs. The counterpart of this is that many companies still need to hire workers. In the current workforce economy, the availability of skilled and talented workers seeking work is at the highest level in many years. For those companies hiring, we can help. Whether replacing retiring workers, employees who have moved on or expanding your business, **JobCenterOfWisconsin.com** has the solution to address your recruitment needs.

The Job Center of Wisconsin website (<http://jobcenterofwisconsin.com>) offers the following features for businesses to take advantage of this opportunity to attract qualified talent at no cost:

- Ability to write and edit your own Job Listings that are searchable by job seekers nationwide
- Manage your own Job Listings
- Access your Job Listings 24 hours per day, 7 days per week
- Screen applicant profiles online. All types of occupations and industries, salary levels, and experience requirements, including professional, managerial, technical, administrative, agricultural, clerical, and retail are reflected in the resume profile database.

When accessing the system for the first time only, all employers will be required to complete a short online registration. It will be necessary to enter your Federal Employer Tax Number to

become registered for the online system. The website is easy to use and has no fees.

Once your access is approved, you will be able to enter your job openings into **JobCenterOfWisconsin.com**. All job listings are promptly processed and uploaded free-of-charge to the national Website: **JobCentral.com**. To ensure you get the best possible results and feedback, be sure to provide a complete job description, educational requirements, experience /skills needed to do the job, hours of employment and company business profile. Please be specific in skills, education, tools/equipment, etc. required as well as those items desired of the applicant. In addition, include detailed information on your preferred method of application by job candidates: i.e. resume, in person, e-mail, phone calls, on-line, etc.

Employers with corporate websites, who have a high volume of job orders, or lack staff to enter job orders themselves have the option to have their job orders indexed by JobCentral.com. Job seekers who click on the search results are taken directly to the job listing on your Website: For more information—Visit:

www.jobcentral.com/indexingrequest.asp

Note: Although self-posting of Job Listings is preferred, businesses may also take advantage of these services by contacting our Job Listing call center between 7:45 am and 4:30 PM at:

- 888-671-5627 (jobs).....Toll free telephone/ voice number
- 888-720-5627 (jobs) Toll free fax number
- By E-mail at:

WJobOrders@dwd.wisconsin.gov

Reminder:

The federal minimum wage provisions are contained in the Fair Labor Standards Act (FLSA). The federal minimum wage changes to \$7.25 per hour effective July 24, 2009

See FLSA minimum wage

Posters at:

www.dol.gov/esa/whd/regs/compliance/posters/flsa.htm

Governor Doyle Makes Wisconsin Employment Website, JobCenterofWisconsin.com, The Official Site for Recovery Jobs

Executive order requires recovery project contractors to use site, post openings.

In a move to help the unemployed find work and get the economy back on track, Governor Jim Doyle today announced an executive order requiring all contractors and subcontractors involved in recovery projects to post job openings on **JobCenterofWisconsin.com**, Wisconsin's Internet employment site that is free, user-friendly and accessible at all hours of the day.

"With the Job Center of Wisconsin site, we are leading efforts to put people to work and get our nation's economy on the road to recovery," Governor Doyle said. "The executive order I am announcing today not only helps people find work, it helps employers find the skilled workers they need to succeed. We launched this free, easy-to-use site last fall, and it has become a popular destination for job seekers and employers. We are now making it the premiere site for job opportunities on recovery projects."

Under Executive Order # 278, any employer receiving funds from the 2009 American Recovery and Reinvestment Act (ARRA) is required to list job openings on **JobCenterofWisconsin.com**, the Internet site operated by the Department of Workforce Development (DWD). The order further directs all state agencies to include the job posting requirement in all ARRA funded contracts awarded to contractors and subcontractors employing workers in the state.

"**JobCenterofWisconsin.com** is among the many successful efforts of Governor Doyle's Grow Wisconsin plan for economic and workforce development," DWD Secretary Roberta Gassman said. "We developed it to help meet the 21st century needs of job seekers and employers. With the Governor's executive order, it will prove an even more effective tool in our economic recovery efforts."

Wisconsin stands to receive more than \$3.7 billion in recovery funds. An estimated 70,000 jobs will be created or saved in Wisconsin as a result of the recovery plan. Governor Doyle worked closely with President Obama and Congressman Dave Obey on the recovery package.

The **Job Center of Wisconsin** employment website is averaging 500,000 visits per day. In March, more than 3,500 job seekers posted resumes on the site. The site currently has nearly 13,000 job openings listed.

The site was among workforce agenda items Governor Doyle included early last year in Grow Wisconsin – The Next Steps, the third in his series of economic and workforce development plans he has offered. In addition to job openings, the site also lists job fairs and provides links to DWD programs and services.



Wisconsin Job Center recruitment resources



Wisconsin Job Centers regularly sponsor or promote Job Fairs and on-site recruitments to help connect businesses with job seekers in their areas.

Job Fairs

The 2009 job fair season is upon us. Wisconsin Job Centers regularly sponsor or promote Job Fairs in their local communities. In 2008, more than 27,830 job seekers and 1,972 Wisconsin businesses participated in Wisconsin Job Center-sponsored job fairs. So far this year, 9,086 job seekers and 350 Wisconsin businesses have participated in Wisconsin Job Center-sponsored job fairs. We thank you all for your participation. That is a significant increase over 2007. We thank you all for your participation.

If you have an interest in participating in job fairs; please use the contact information found in the list of Job Fairs at:

<http://www.wisconsinjobcenter.org/jobfairs/>

On-site Recruitments

Wisconsin Job Centers regularly sponsor or promote on-site recruiting by businesses in their areas to help connect job seekers with current openings. An on-site recruitment is an opportunity for an employer representative to meet in person with jobseekers at a neutral location -- the local Wisconsin Job Center office. Employer are encouraged to consult with local Job Center personnel to find out when their location sees the heaviest traffic by jobseekers, to take advantage of that flow and to allow time for promotion of the event. Job listings on the JobCenterOfWisconsin.com are needed to help provide potential candidates with information on upcoming recruitments.

If you are a business interested in conducting a recruitment event in one of our facilities, contact your nearest Wisconsin Job Center.

To find your nearest Wisconsin Job Center call 888/258-9966 toll-free, or visit the online Wisconsin Job Center Directory at.

<http://www.wisconsinjobcenter.org/directory/>

BadgerCare Plus

Expanding its coverage starting July 1, 2009

If you have workers who are not eligible for your group health coverage or if you don't offer group health, there may be an answer. Effective July 1, 2009, the State of Wisconsin BadgerCare Plus Core Plan is expanding its coverage to include adults without dependent children. In order to qualify, the person cannot be eligible for an employer sponsored plan or have had access to an employer plan or private health insurance for the 12 months prior to coverage.

The BadgerCare Plus Core Plan will be a limited plan that covers basic health care services, including primary and preventive care as well as generic drugs. You will be able to enroll in the BadgerCare Plus Core Plan for Childless Adults, if you:

- Are a Wisconsin resident;
- Are a U.S. citizen or legal immigrant;
- Are age 19 through 64;
- Do not have children or do not have dependent children, under age 19 living with you;
- Are not pregnant;
- Have family income at or below 200% of the federal poverty level guidelines (\$1,805 for a single person and \$2,428.33 for a married couple*);

- Do not have private health insurance coverage when you request Core Plan coverage or in the 12 months before that date;
 - Do not currently have access to insurance from an employer;
 - Cannot sign up for insurance from an employer during month of application or next three months;
 - Did not have access to insurance from an employer in the 12 months before you request Core Plan coverage; and
- Are not getting BadgerCare Plus, Medicaid or Medicare.

For current guidelines go to:

<http://www.badgercareplus.org/core/index.htm>

Please keep in mind, the earliest you may be able to apply is June 1, 2009. No applications will be accepted before this date.

Enrollments will be accepted starting June 1, 2009. For more information, please contact Kim Chong with the Forward Service Corporation at (920) 448-6736 or kchong@fsc-corp.org

New NWTC Seminars announced



The growth in the diversity of our population over the past several years presents great opportunities and difficult challenges for employers who must communicate with Spanish-speaking employees. Join Northeast Wisconsin Technical College's (NWTC) Workplace Spanish® for the Manufacturing Industry seminar. This two-day program is designed for supervisors, team leaders, and crew leaders in manufacturing environments.

NWTC is also offering Global Supply Chain Management. In this four-hour seminar you will learn how to evaluate all supply chain options which result in the best overall solutions to support the international business plan.

For more information on NWTC's seminars go to:

<http://corporatetraining.nwtc.edu/seminars/catalog>

Global Supply Chain Management

Date: May 6, 2009

Time: 12:30 p.m. – 4:30 p.m.

Location: Green Bay Campus

Learn how to optimize transportation modes and costs
Learn how to interpret trade agreements and the HTS duty rate table
Learn to facilitate the offshore procurement process

Workplace Spanish for the Manufacturing Industry

Dates: May 7 & 14, 2009

Time: 8:00 a.m. – 4:30 p.m. (both days)

Location: Green Bay Campus

Basic introduction to Spanish language
Learn manufacturing terms and common safety phrases
Build confidence in understanding and speaking the Spanish Language

For questions contact: Marlene Gauthier
(800) 422-NWTC, extension 6971 or (920)498-6971

Consumer Price Index

Consumer Price Index - All Urban Consumers (CPI-U) *											
National (U.S. City Average) 1982-1984 = 100			% Change	Class B/C - Midwest States (1996/1997 = 100)			% Change	Class D - Midwest States (1982-1984 = 100)			% Change
U.S. City Average	Mar-09	Feb-09	Mar-08	Size 50,000-1,500,000	Mar-09	Feb-09	Mar-08	Size Less than 50,000	Mar-09	Feb-09	Mar-08
All Items	212.7	212.2	-0.4%	All Items	129.3	129.1	-0.6%	All Items	197.3	196.4	-1.1%
Food & Beverage	218.8	219.3	4.3%	Food & Beverage	135.2	135.7	4.1%	Food & Beverage	214.7	217.1	5.7%
Housing	217.4	217.2	1.4%	Housing	125.3	125.6	1.1%	Housing	190.2	189.9	1.7%
Apparel	122.5	118.8	1.4%	Apparel	86.0	81.7	2.4%	Apparel	122.5	116.1	-3.3%
Transportation	169.6	169.5	-13.1%	Transportation	125.0	124.6	-13.2%	Transportation	152.3	152.3	-16.9%
Gasoline (All Types)	167.8	166.1	-39.3%	Gasoline (All Types)	178.4	174.5	-39.0%	Gasoline (All Types)	149.9	146.3	-39.1%
Medical Care	373.2	372.4	2.8%	Medical Care	161.6	161.2	2.9%	Medical Care	361.9	355.6	2.7%
Energy	177.5	178.7	-23.0%	Energy	170.3	170.5	-22.5%	Energy	154.8	154.2	-24.2%

Source: U.S. Bureau of Labor Statistics *Not Seasonally Adjusted

Labor Force Update

Green Bay MSA (Brown, Kewaunee, & Oconto counties)	March-09	February-09	March-08	Change from one month ago February 2009	Change from one year ago March 2008
Civilian Labor Force	171,128	171,824	169,855	-696	1,273
Employed	155,429	157,338	161,553	-1,909	-6,124
Unemployed	15,699	14,486	8,302	1,213	7,397
Unemployment Rate %	9.2%	8.4%	4.9%	0.8	4.3
Total Nonfarm (NFWS) ***	163,000	162,900	166,700	100	-3,700
Goods Producing	34,800	35,100	37,500	-300	-2,700
Service Producing	128,200	127,800	129,200	400	-1,000
Constr., Mining & Nat. Resources	6,400	6,400	7,400	0	-1,000
Manufacturing	28,400	28,700	30,100	-300	-1,700
Trade	23,400	23,300	24,000	100	-600
Transportation & Utilities	10,800	10,700	11,100	100	-300
Financial Activities	12,400	12,400	12,400	0	0
Education & Health Services	21,100	21,100	20,900	0	200
Leisure & Hospitality	14,800	14,600	14,800	200	0
Info., Prof & Bus. Svcs., & Other Svcs.	23,900	24,100	24,900	-200	-1,000
Total Government	21,800	21,600	21,100	200	700
Federal	1,200	1,200	1,200	0	0
State	2,700	2,700	2,600	0	100
Local	17,900	17,700	17,300	200	600

*** Includes employment with employers located in area. Estimates are not seasonally adjusted.

Current month estimates are preliminary. Totals may not add due to rounding. Calculations based on unrounded numbers.

All monthly estimates are subject to annual revisions.

Job Center Job Order Stats:

Snapshot in time - Active Job Orders and openings listed as of Noon — April 29, 2009

Statewide	3,585 Job Orders	8,701 Job Openings
Bay Area (10 Counties)	600 Job Orders	1,349 Job Openings (Brown County 357 Job Orders, 1,016 Job Openings)
Fox Valley Area (7 Counties)	558 Job Orders	1,568 Job Openings

New Job orders listed in March 2009 & April 2009 (Does not include uploads from JobCentral.com)

	March 2009		April 2009 (4/29/2009 as of Noon)	
State Wide	3,266 Job Orders	7,175 Job Openings	3,167 Job Orders	6,756 Job Openings
Bay Area (10 Counties)	528 Job Orders	1,131 Job Openings	522 Job Orders	1,069 Job Openings
Fox Valley (7 Counties)	434 Job Orders	932 Job Openings	543 Job Orders	1,443 Job Openings



Hours Worked Under the Fair Labor Standards Act (FLSA)

Fact Sheet #22: This fact sheet provides general information concerning what constitutes compensable time under the FLSA. The Act requires that employees must receive at least the minimum wage and may not be employed for more than 40 hours in a week without receiving at least one and one-half times their regular rates of pay for the overtime hours. The amount employees should receive cannot be determined without knowing the number of hours worked.

Definition of "Employ"

By statutory definition the term "employ" includes "to suffer or permit to work." The workweek ordinarily includes all time during which an employee is necessarily required to be on the employer's premises, on duty or at a prescribed work place. "Workday", in general, means the period between the time on any particular day when such employee commences his/her "principal activity" and the time on that day at which he/she ceases such principal activity or activities. The workday may therefore be longer than the employee's scheduled shift, hours, tour of duty, or production line time.

Application of Principles

Employees "Suffered or Permitted" to work: Work not requested but suffered or permitted to be performed is work time that must be paid for by the employer. For example, an employee may voluntarily continue to work at the end of the shift to finish an assigned task or to correct errors. The reason is immaterial. The hours are work time and are compensable.

Waiting Time: Whether waiting time is hours worked under the Act depends upon the particular circumstances. Generally, the facts may show that the employee was engaged to wait (which is work time) or the facts may show that the employee was waiting to be engaged (which is not work time). For example, a secretary who reads a book while waiting for dictation or a fireman who plays checkers while waiting for an alarm is working during such periods of inactivity. These employees have been "engaged to wait."

On-Call Time: An employee who is required to remain on call on the employer's premises is working while "on call." An employee who is required to remain on call at home, or who is allowed to leave a message where he/she can be reached, is not working (in most cases) while on call. Additional constraints on the employee's freedom could require this time to be compensated.

Rest and Meal Periods: Rest periods of short duration, usually 20 minutes or less, are common in industry (and promote the efficiency of the employee) and are customarily paid for as working time. These short periods must be counted as hours worked. Unauthorized extensions of authorized work breaks need not be counted as hours worked when the employer has expressly and unambiguously communicated to the employee that the authorized break may only last for a specific length of time, that any extension of the break is contrary to the employer's rules, and any extension of the break will be punished. Bona fide meal periods (typically 30 minutes or more) generally need not be compensated as work time. The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he/she is required to perform any duties, whether active or inactive, while eating.

Sleeping Time and Certain Other Activities: An employee who is required to be on duty for less than 24 hours is working even though

he/she is permitted to sleep or engage in other personal activities when not busy. An employee required to be on duty for 24 hours or more may agree with the employer to exclude from hours worked bona fide regularly scheduled sleeping periods of not more than 8 hours, provided adequate sleeping facilities are furnished by the employer and the employee can usually enjoy an uninterrupted night's sleep. No reduction is permitted unless at least 5 hours of sleep is taken.

Lectures, Meetings and Training Programs: Attendance at lectures, meetings, training programs and similar activities need not be counted as working time only if four criteria are met, namely: it is outside normal hours, it is voluntary, not job related, and no other work is concurrently performed.

Travel Time: The principles which apply in determining whether time spent in travel is compensable time depends upon the kind of travel involved.

Home to Work Travel: An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not work time.

Home to Work on a Special One Day Assignment in Another City: An employee who regularly works at a fixed location in one city is given a special one day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city is work time, except that the employer may deduct/not count that time the employee would normally spend commuting to the regular work site.

Travel That is All in a Day's Work: Time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

Travel Away from Home Community: Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. As an enforcement policy the Division will not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

Typical Problems

Problems arise when employers fail to recognize and count certain hours worked as compensable hours. For example, an employee who remains at his/her desk while eating lunch and regularly answers the telephone and refers callers is working. This time must be counted and paid as compensable hours worked because the employee has not been completely relieved from duty.

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243). This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

Refugee Services Program

NEWCAP, Inc. Refugee Services helps recently arrived refugees achieve economic self-sufficiency and social adjustment within the shortest time possible following their arrival in the United States. Services include English language training, employability services, case management, social adjustment services, interpretation, and citizenship and naturalization services.

Matching Employees with Employers' Needs

NEWCAP staff at the Green Bay Wisconsin Job Center provide the following opportunities between refugees and employers:

- ✓ **Resume writing, job readiness/motivation, job interview preparation.**
- ✓ **Job Seeker assessment, job application screen, and candidate screening.**
- ✓ **Translation/interpretation services for: Job interview, new hire orientation, job coaching performance review, annual benefits orientation.**
- ✓ **Provide assistance to employer with recruiting/retention.**

- ✓ **Provide on-site job coaching and translation services.**
- ✓ **Work with employer (supervisors and plant managers) provide strategies to help company increase their productivity.**

Refugees help employers in meeting increasing product demand and scheduling conflicts. Refugees have excellent work ethics, and put forth their best efforts in all they do. They work hard to succeed in their jobs and are willing learners.

If you have questions, job announcements or interest in recruiting refugees, please feel free to contact NEWCAP Refugee Services Program staffs at the Green Bay Wisconsin Job Center:

Program Supervisor Hun C. Ho @ (920) 448-7206
Case Manager Gaonou Lee @ (920) 448-7207
Case Manager Mayneng Xiong @ (920) 448-7208

Online Application Systems — Ensuring Accessibility

All federal contractors and subcontractors must insure accessibility for disabled veterans and other disabled job applicants when using an online job application system. Although major technological advances have been made in recent years, many online systems may not be fully accessible. If a contractor routinely offers applicants various methods of applying for jobs and all methods of application are treated equally, then an employer may not need to ensure that its online application system is fully accessible. But if a contractor only uses an online application system to accept applications for employment, it must ensure that potential applicants with disabilities either can use the system or can submit an application in a timely manner through alternative means. This includes providing a means to contact the contractor, other than through the online system, to request any reasonable accommodation needed to provide an applicant with a disability an equal opportunity to apply and be considered for the contractor's jobs.

As a part of its affirmative action obligations, a contractor is required to evaluate and audit its personnel processes to determine whether it is providing equal opportunity to individuals with disabilities. Such an evaluation should encompass a review of any online application systems. At a minimum, the regulations contained in 41 CFR Part 60-2, 60-250.44, 60-300.44, and 60-741.44 require that a contractor measure the effectiveness of its affirmative action program, and ensure that its personnel processes provide for careful, thorough consideration of qualified individuals

with disabilities and disabled veterans.

If you need more information pertaining to federal contractors' equal employment opportunity and affirmative action obligations, you can:

Visit OFCCP's website at <http://www.dol.gov/esa/ofccp/index.htm>.

Call OFCCP's toll free Help Desk at 1-800-397-6251; or

Contact an OFCCP District or Area Office in your local area; a list of offices by State is available on OFCCP's website at <http://www.dol.gov/esa/ofccp/contacts/ofnation2.htm>.

The U.S Department of Labor's Office of Disability Employment Policy (ODEP) can provide technical assistance regarding accessible online application systems. The U.S. Equal Employment Opportunity Commission (EEOC), which also enforces Title I of the ADA, can provide guidance on employers' legal obligations concerning online application systems and reasonable accommodation.

The DOL's OFFCP has provided employers' frequently asked questions as additional guidance for this directive at:

www.dol.gov/esa/ofccp/regs/compliance/faqs/dir281faqs.htm

A powerpoint presentation on this directive can be found at:

http://www.dol.gov/esa/ofccp/presentation/OFCCP_ODEP_Webinar.pdf.