

Northeast Wisconsin Job Center Employer Bulletin

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Start your recruiting using the WI Job Center!

NOTICE:

Call Center Anywhere
Coming May 15th, 2008

Spring and summer are traditionally busy recruiting times with replacement of retirees, seasonal staffing needs, business expansion, recruiting for new graduates and replacement workers in our job market. Recruiting becomes increasingly complex as the job market tightens for skilled and talented individuals. With rapidly expanding technology and changing work conditions, there is a special emphasis on the recruitment and retention of quality employees. Combining changing regional and national demographics, higher commuting costs, increased need for evolving workplace skills (soft and technical skills), hiring new workers can be a struggle. Your local Job Center can help in locating and directing potential employees to your company. Comprehensive Job Centers offer a variety of employment related services. They are located strategically throughout the Wisconsin. The "Bay Area" encompasses the ten Northeast Wisconsin counties: Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Shawano and Sheboygan. Employers gain easy access to Wisconsin's single-largest source of job seekers, the Wisconsin JobNet (www.jobnet.wisconsin.gov). Free upload to the Job Central's National Labor Exchange Website (www.jobcentral.com) can bring potential candidates with skills and expertise to you. With the Internet becoming the premier tool for recruiting as well as a time saver to companies who use Online application processes, Wisconsin's Job Centers offer employers an opportunity to tap in to workers locally, statewide and nationally through Wisconsin's JobNet.

Starting May 15th, all Northeast Wisconsin Job Centers (Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Menominee, Shawano, and Sheboygan) will be joining the Wisconsin JobNet **Call Center**. This call center environment is designed to streamline job order entry, approval and help enhance employers' job orders. By merging and centralizing job order processing, staff resources will be maximized. Staff will continue to provide consistent, timely service to all our business customers while maintaining a strong quality focus. Employers already registered on JobNet Business and who enter their own Job Orders can do so at the e-mail address listed below. Not already a user? Go to <http://dwd.wisconsin.gov/jobnetbusiness/> to create an account. Toll-free numbers have been set up for direct access to the call centers via phone or fax.

Please remember to call these numbers starting May 15th to have your job orders processed.

Phone: 888-671-5627 (jobs) ... voice number
Fax: 888-720-5627 (jobs)Fax number
Wisconsin JobNet Call Center

Email Address is:

WIJobOrders@dwd.state.wi.us

Those taking advantage of using JobNet Business are aware of the advantages of entering their own listings by tailoring their job orders, making order modifications to increase self-screening of applicants and extending or closing job orders from their PC. Periodic emails about ongoing revisions, policy changes updates along with information of interest to employers are available by signing up at:

www.wisconsinjobcenter.org/signup

Employers can sign up for Wisconsin's JobNet Business at

(www.jobnet.wisconsin.gov/business)

to be able to enter their own job listings online 24/7 at no cost and have the flexibility to change their listings or delete them from the convenience of their desktop PC.

Wisconsin Job Centers

Serving

NE Wisconsin

Green Bay

701 Cherry St

Manitowoc

3733 Dewey St

Marinette

1605 University Ave

Shawano

607 Elizabeth St

Sturgeon Bay

1300 Egg Harbor Rd #124

Sheboygan

3620 Wilgus St.

Veteran's Job Fair scheduled for June 18th

Successful job fair planning includes:

Find a job fair meeting your needs:

Wisconsin Job Centers regularly sponsor or promote Job Fairs in their areas to help connect businesses with job seekers. To find out about Job Fairs around the state visit:

www.wisconsinjobcenter.org/jobfairs/

Advance planning for attending includes:

Promoting & Outfitting your display

- ✓ Tie-in Advertising
- ✓ Knowledgeable staff recruiting
- ✓ Promotional Literature
- ✓ Booth Decorations including Company Logo or Banner
- ✓ Brochures
- ✓ Positions posted prominently
- ✓ Job Descriptions available
- ✓ Promotional Handouts
- ✓ Company applications procedure handouts (If on-line application this is a must)
- ✓ Plan for and utilize any networking opportunities available

A Veteran's Job Fair will take place on **June 18th** from **Noon to 4 PM** at the **Liberty Hall in Kimberly, WI**. The Veteran's Employment Representatives of Fox Valley and Green Bay are hosting the Job Fair in Kimberly so that employers in Northeast Wisconsin have an opportunity to recruit veterans from the surrounding communities. The NE Wisconsin Veteran Job Fair and Expo has been centrally located to enable employers to connect with area Veterans seeking employment who are within easy commuting distance of their company's location. Military veterans offer a variety of skill sets and personal characteristics companies want. Leadership skills, initiative, self-reliance and discipline and ability to work alone or as part of a team. They are comprised of former officers and

enlisted ranks with diverse training and skills and a wide variety of business and work experiences. This is an opportunity to both support those who have served our country, and to meet to access the skills and talents of area veterans seeking work in NE Wisconsin.

Employers interested in participating are encouraged to reserve a space today. To register for or for additional information, contact **Gary Meyer**, the Fox Cities Workforce Development Center LVER at:

Phone (920) 968-6873

Email at gary.meyer@dwd.state.wi.us.



Job and Career Fair planning

Job Fairs and Career Expo's are great places for employers to network with job seekers and provide valuable information on their companies to potential employees. They provide employers with extensive exposure to a large number of job candidates in a single afternoon. Employers get a chance to network with potential workers in one-on-one interactions, answer questions and provide feedback and information to help in the hiring process of your company. Job Fairs are the trade show equivalent for companies in recruiting in a competitive job market for highly skilled and talented workers. This is your chance to show case your company and what your company has to offer to future employees. Companies need to take advantage of this opportunity to provide to job applicants information on their company's business, employment opportunities, hiring processes, long term goals, company culture, etc. Job Fairs can be a highly effective part of job recruitment strategies when used. They offer a

low cost option for companies are who planning on hiring.

Although the Internet has revolutionized how companies recruit and screen applicants and new prospective employees to locate and find jobs, the Career/Job Fairs provide a personal touch and information not found on websites. Questions on the company including company profile, industrial information, number of employees working locally, benefits, growth pattern, and working conditions are often asked. The in-person recruitment provides a valuable recruitment tool for all companies and job fairs provide that tool at a very low cost. The virtual recruitment works, but the old-fashion meet-and-greet still offers some advantages. If using on-line recruitment as your primary method of recruitment, be sure job applicants are provided with that information before they leave your booth.

Federal e-laws

Federal Employment Laws Assistance via the Internet

The elaws Advisors are interactive e-tools that provide easy-to-understand information about a number of federal employment laws. Each Advisor simulates the interaction you might have with an employment law expert. It asks questions and provides answers based on responses given. Visit: <http://www.dol.gov/elaws/>

The following is a list of all elaws Advisors.

[Drug-Free Workplace Advisor](#)

[ERISA Fiduciary Advisor](#)

[Family & Medical Leave Act \(FMLA\) Advisor](#)

[Federal Contractor Compliance Advisor](#)

[FirstStep Employment Law Advisor](#)

[Fair Labor Standards Act \(FLSA\) Advisor](#)

- [FLSA Coverage/Employment Status Advisor](#)

- [FLSA Overtime Calculator Advisor](#)

- [FLSA Overtime Security Advisor](#)

- [FLSA Hours Worked Advisor](#)

- [FLSA Child Labor Rules Advisor](#)

- [FLSA Section 14 \(c\) Advisor \(Special Minimum Wage\)](#)

[Health Benefits Advisor](#)

[Health Benefits Advisor for Employers](#)

[MSHA Online Forms Advisor](#)

[MSHA Training Plan Advisor](#)

[MSHA Fire Suppression & Fire Protection Advisor](#)

[OSHA Confined Spaces Advisor](#)

[OSHA Fire Safety Advisor](#)

[OSHA Hazard Awareness Advisor](#)

[OSHA Lead in Construction Advisor](#)

[OSHA Software Expert Advisors](#)

[Poster Advisor](#)

[REALifelines Advisor](#)

[Small Business Retirement Savings Advisor](#)

[Uniformed Services Employment & Reemployment Rights Act \(USERRA\) Advisor](#)

[Veterans' Preference Advisor](#)

[e-VETS Resource Advisor](#)

[Worker Adjustment and Retraining Notification Act \(WARN\) Advisor](#)

E-law recent additions

include

FLSA Overtime

Calculator Advisor

This Advisor has been updated to reflect increases to the Federal minimum wage.

The Advisor helps employers and employees understand overtime pay principles and allows them to calculate overtime pay based on their own data for a sample pay period.

Available at

<http://www.dol.gov/elaws/otcalculator.htm>

REMINDER - THE FEDERAL MINIMUM WAGE INCREASES IN JULY!

Employers are reminded that the Federal Minimum Wage will be changing effective July 24, 2008. The Fair Minimum Wage Act of 2007 included phased increases to the federal minimum wage. **The federal minimum wage for covered, nonexempt employees will be \$6.55 per hour effective July 24, 2008;** and \$7.25 per hour effective July 24, 2009. The federal minimum wage provisions are contained in the Fair Labor Standards Act (FLSA), which is administered and enforced by the U.S. Department of Labor (DOL) Employment Standards Administration's Wage and Hour Division. Many states also have minimum wage laws. In cases where an employee is subject to both the state and federal minimum wage laws, the employee is entitled to the higher of the two minimum wages. **(The Wisconsin Minimum Wage General Rate is currently \$6.50.)**

Employers can download both the Federal and state minimum wage posters from the Internet. To obtain posters or for more information about

poster requirements or other compliance assistance matters are available at the following web-sites.

Federal Workplace Posters:

<http://www.dol.gov/osbp/sbrefa/poster/matrix.htm>

Wisconsin's workplace posters:

<http://www.dwd.state.wi.us/dwd/posters.htm>

(Nothing in the FLSA or the Department's regulations prevents an employer from paying an employee at or above the minimum wage or at a higher overtime rate of pay. In addition, a number of states have enacted minimum wage and overtime pay laws, some of which provide greater worker protections than those provided by the FLSA. **In situations in which an employee is covered by both federal and state wage laws, the employee is entitled to the greater benefit or more generous rights provided under the different parts of each law.)**

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting full-time and part-time workers. DOL provides an excellent Online guide:

Handy Reference Guide to the Fair Labor Standards Act

Available from the DOL Online at:

<http://www.dol.gov/esa/regs/compliance/whd/hrg.htm>

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-08	Feb-08	Mar-07	Size 50,000-1,500,000		Mar-08	Feb-08	Mar-07	Size Less than 50,000		Mar-08	Feb-08	Mar-07
All Items	213.5	211.7	4.0%	All Items	130.1	128.9	4.0%	All Items	199.5	197.6	4.8%			
Food & Beverage	209.7	209.5	4.4%	Food & Beverage	129.9	129.4	4.4%	Food & Beverage	203.1	202.5	5.6%			
Housing	214.4	213.0	3.0%	Housing	124.0	123.3	2.1%	Housing	187.1	185.7	4.3%			
Apparel & Upkeep	120.9	117.8	-1.4%	Apparel & Upkeep	84.0	80.6	-1.7%	Apparel & Upkeep	126.6	121.5	0.5%			
Transportation	195.2	190.5	8.2%	Transportation	144.0	140.5	9.8%	Transportation	183.3	178.9	9.0%			
Gasoline (All Types)	276.5	257.8	26.0%	Gasoline (All Types)	292.4	274.6	27.7%	Gasoline (All Types)	246.0	232.4	23.0%			
Medical Care	363.0	362.2	4.6%	Medical Care	157.1	157.9	3.6%	Medical Care	352.5	356.5	3.1%			
Energy	230.5	219.3	17.0%	Energy	219.8	210.2	16.8%	Energy	204.4	194.9	15.3%			

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

Labor Force Update

Green Bay MSA (Brown, Kewaunee, & Oconto counties)	March-08	February-08	March-07	Change from one month ago February 2008	Change from one year ago March 2007
Civilian Labor Force	169,137	169,081	169,018	56	119
Employed	159,737	159,442	159,775	295	-38
Unemployed	9,400	9,639	9,243	-239	157
Unemployment Rate %	5.6%	5.7%	5.5%	-0.1	0.1
Total Nonfarm (NFWS) ***	166,800	166,300	166,600	500	200
Goods Producing	37,600	37,500	38,200	100	-600
Service Producing	129,200	128,800	128,400	400	800
Constr., Mining & Nat. Resources	7,200	7,100	7,600	100	-400
Manufacturing	30,400	30,400	30,600	0	-200
Trade	23,400	23,300	24,000	100	-600
Transportation & Utilities	11,200	11,200	11,000	0	200
Financial Activities	12,200	12,200	12,000	0	200
Education & Health Services	21,100	21,000	20,600	100	500
Leisure & Hospitality	14,900	14,800	15,100	100	-200
Info., Prof & Bus. Svcs., & Other Svcs	25,000	25,000	24,600	0	400
Total Government	21,400	21,300	21,100	100	300
Federal	1,200	1,200	1,200	0	0
State	2,600	2,700	2,600	-100	0
Local	17,600	17,400	17,300	200	300

*** 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. NFWS data is benchmarked to 3/2006

Local Job Center Stats:

Snapshot in time - Active Orders and openings listed as of 23 April 2008

Statewide	9,434 Job Orders	21,124 Job Openings
Bay Area (10 Counties)	1,608 Job Orders	3,960 Job Openings
Green Bay Job Center	880 Job Orders	2,185 Job Openings

New Job orders/Openings listed in March and April (to date), 2008

	March 2008		April 2008 (to 23 April)	
State Wide	7,040 Job Orders	14,010 Job Openings	5,688 Job Orders	11,182 Job Openings
Bay Area (10 Counties)	1,182 Job Orders	2,689 Job Openings	1,011 Job Orders	2,189 Job Openings
Green Bay Job Center	611 Job Orders	1,426 Job Openings	568 Job Orders	1,333 Job Orders

Wage Surveys & Statistics

Wage surveys are a valuable tool for budget planning, hiring, and retention. The Office of Economic Advisors provides assistance to users of occupation and industry wage data. **By Occupation:** The Occupation Employment Statistics (OES) survey is administered twice a year under the guidance of the U.S. Department of Labor, Bureau of Labor Statistics, with a release date of May, annually. The wage data can be obtained in Wisconsin, in one of thirteen metropolitan statistical areas (MSAs), or in one of nine labor supply areas (LSAs). This information is reported using occupation codes from the Standard Occupation Classification (SOC) system. **By Industry:** The Quarterly Census of Employment and Wages (QCEW) program provides employment and wage data by industry at the state and county levels. This data is collected quarterly and in some cases may be suppressed to provide confidentiality to employers. This information is reported using industry codes from the North American Industry Classification System (NAICS).

Visit:

{http://dwd.wi.gov/oea/occupational_employment_and_wages/occupational_employment_and_wages.htm}

-OR-

{<http://worknet.wisconsin.gov/worknet/datablelist.aspx?menuselection=da>}

to access wage information.

The Office of Economic Advisors publishes annual reports that provide an overview of county and state trends. These include County Workforce Profiles and state and regional Employment Projections and are among the collections found in OEA Products available on-line

For more information: Contact Kimberly Berg, Fox Valley and Bay Area Regional Labor Market Analyst, with further questions (Kimberly.Berg@dwd.state.wi.us). Phone: 920-448-5268

2007 Chamber Wage & Benefit Study Now Available

The Green Bay Area Chamber of Commerce (Advance), the Fond du Lac Area Association of Commerce, the Fox Cities Chamber of Commerce & Industry and the Oshkosh Chamber of Commerce conduct and distribute annually a Wage and Benefit Study that measures both salary levels and changes in fringe benefits projected by area employers. More than 180 companies throughout the Fox Valley responded to the 2007 survey. The results provide extensive information for the region as a whole are a useful tool for budget planning, hiring and retention, or to see how your firm measures up against the competition

To order a copy of the survey, contact any of the following Chambers:

- Fond du Lac Area Association of Commerce
- 920-921-9500
- Fox Cities Chamber of Commerce
- 920-734-7101
- Green Bay Area Chamber of Commerce
- 920-496-8930
- Oshkosh Chamber of Commerce
- 920-303-2265

Aging Wage Survey Data Using the Employment Cost Index

by [Wayne M. Shelly](#) Bureau of Labor Statistics

The Employment Cost Index provides a valuable tool that can be used to adjust wage survey data--a process known as "aging"--to account for the time lag between the last published survey data and the present. Making such adjustments is critical for many users, such as human resource professionals, who use the data to set wage levels at their firms, and job seekers, who use the data to evaluate job offers.

Among their other uses, wage survey data are used by human resource professionals to set wage levels, by job seekers to evaluate job offers, and by employees to compare their wages to those of other workers. One of the problems these users face is the lag between the time the survey is collected and the time it is applied for pay setting and other purposes. Data users are, in effect, evaluating tomorrow's pay with yesterday's data. When labor markets are stable, wage growth is more predictable and thus the time lag is of less concern to users. But when competition for workers with specific skills translates into rapidly changing wages, the need for current wage data is very important. Us-

ing a process known as "aging," the Employment Cost Index (ECI) which is part of the BLS National Compensation Survey (NCS) is one data source that can be used to help minimize the effect of the time lag between published wage data and current market conditions. The ECI is well suited for aging wage survey data to account for time lags, because it measures percent change and is conducted quarterly.

To review the full article: Visit

<http://www.bls.gov/opub/cwc/cm20080122ar01p1.htm>

Using the Employment Cost Index to age wage survey data to account for time lags is a valuable technique that improves the quality of the data used for determining pay scales and other purposes when current wage data are critical.



Youth Hiring—In the Spotlight!

Hiring young people helps train and hone workers for the future while providing employers with a source of ready and willing workers. Whether hiring young people for the summer, seasonally or part time, employers are reminded of special provisions for those under 18 including.

WORK PERMITS

A work permit is required before anyone under the age of 18 is allowed to work in any job with the exception of agriculture or domestic service work. Every employer is responsible for having a work permit on file for a given minor before allowing that same minor to work in his or her establishment. The employer is also responsible for making sure that minors work only the hours allowed. **The permit will not be issued if the work is prohibited by law.**

To obtain a work permit, the minor or parent must visit the permit officer, taking with them the **minor's birth certificate or other proof of age, social security card, hiring statement from the employer** (Letter from the employer stating the intent to employ the minor along with the job duties, hours of work and time of day the minor will be working), **written parents consent and a \$5.00 fee.** We may accept a valid operator's license or an identification card issued by the Wisconsin Department of Transportation as proof of a minor's age. This means that we may now accept either a duly attested birth certificate, a verified baptismal certificate, or a driver's license or photo ID card issued by the Department of Transportation. The \$5.00 fee for the permit must be reimbursed to the minor by the employer at the end of the first pay period. Copies of the permit go to the employer and the minor, in addition to the school district where the minor is enrolled.

Work permits are issued at various locations throughout the state. You may apply for a work permit at your school office or call (608) 266-6860 for information on where in your area you may apply for a work permit.

Hours of Work for minors

Employers of minors are subject to certain restrictions when scheduling those minors to work. The time of day when they may be employed, including how early and how late, and the number of hours which they may work per day and per week are all regulated. These restrictions depend on the age of the minor and whether or not school is in session during the period they are employed. Only high school graduates and other minors who are exempt from school attendance may be employed the same hours as an adult. Although a given minor's required school hours may differ from another minor's required school hours, no minor may be allowed to work during hours they are required to be in school.

In addition to the hours and time of day restrictions, all minors must have at least a 1/2 hour meal break if they work more than 6 consecutive hours and no minor, excluding only those who are 14 to 17 years old working in agriculture, may be allowed to work more than 6 days in any workweek.

Employers employing minors through written school work experience programs do not need to count the hours worked as part of this program during regular school hours towards the total hours a minor is allowed to work per day or per week.

The regulations concerning the daily or weekly hours minors may work can be found on the back of the copy of the work permit issued to the minor and the employer or can be found by downloading; **Poster ERD-9212—Hours and Times of Day Minors May Work in Wisconsin**

(http://www.dwd.state.wi.us/dwd/publications/erd/pdf/erd_9212_p.pdf)

Prohibited Employment for Minors

Minors must be at least 14 years of age to be employed in most jobs. The exceptions to this are jobs in agriculture, street trades jobs such as delivering newspapers, work in school lunch programs and as golf course caddies. For these jobs, they must be at least 12 years of age. In addition, minors at least 12 years old may work in a business owned by their parent as long as it involves doing work which is not prohibited to minors who are older.

Employment considered too hazardous to minors is usually restricted because of the age of the minor or because of the particular equipment used on that job. Restricted employment's are categorized into those jobs prohibited to minors under the age of 16 and those prohibited to minors under the age of 18. One of the responsibilities of the work permit officer is to check to see that the job for which the minor is being hired is one that they may legally be allowed to do. Some examples of jobs prohibited to minors under the age of 16 would be working in a factory or anywhere where manufacturing takes place, or operating power machinery. The operation of any machinery, including a power lawn mower or trimmer, is prohibited under age 16 when it is done in connection with a business. A **16 or 17 year old** is prohibited from operating a motor vehicle as a part of the job. There are also prohibitions against minors working in adult bookstores or with infectious agents. Minors under 16 are prohibited from working at racetracks where betting is permitted. Prohibited employment restrictions do not apply to minors who are high school graduates, indentured apprentices or student learners employed under certain conditions.

For more information and details: Please review the Wisconsin Labor Standards Website at:

http://www.dwd.state.wi.us/er/labor_standards_bureau/default.htm