

April 1, 2020

You may have heard that the Governor signed an executive order that changes some of the work permit requirements during the state of emergency. This email is to bring you up to speed on the changes, so that you can communicate them to people contacting you for assistance. Please keep in mind that these changes are all temporary and we will return to our prior practices after the state of emergency is lifted.

The Executive Order does the following:

- Waives the requirement that new employees under age 16 obtain a work permit prior to starting employment.
- Instead, employers can send information to our work permit email box workpermits@dwd.wisconsin.gov. This information includes
 - An attestation that they have reviewed the minor's proof of age and social security documents (but employers should not send us copies of these documents);
 - The offer letter from the employer, and;
 - The permission letter or countersignature from the parent or guardian.
- ERD will decline to enforce the permit requirement during the state of emergency.
- Employers will have 30 days after the state of emergency to acquire permits for all workers and to pay all applicable fees.
- The order does not change the current legal requirements for hours per day or time of day, nor does it make any change to prohibited or hazardous employment rules. **We will continue to enforce these rules during the emergency.**

The Equal Rights Division will follow up with employers after the state of emergency has been lifted. This will likely include a mass email that will remind them that they have 30 days to acquire work permits for the minor employees.

If you have any questions about any of this, please don't hesitate to contact us by phone or by email.

Sincerely,

Matthew White
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Equal Rights Division
Department of Workforce Development
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