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Chapter Ind 77

PRIVATE EMPLOYMENT AGENTS REQUIRED TO BE LICENSED UNDER CHAPTER 105, WIS. STATS.

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Ind 77.01 Records to be kept. All employment agents shall keep a register or record in a form approved by the industrial commission, of all accepted applications for employment and for help, of all persons referred to employers, whether they were hired or not, and if a fee has been paid the amount of such fee.

History: Cr. Register, March, 1957, No. 15, eff. 4-1-57.

Ind 77.02 Reports to industrial commission. On the last day of every month every employment agent shall send to the industrial commission at Madison a report, in such form as the commission may prescribe, giving the number of applications for employment and for help and the number of positions filled during that month by industries and occupations.

History: Cr. Register, March, 1957, No. 15, eff. 4-1-57.

Ind 77.03 Written order from employers. Every employment agent who sends an applicant for employment to apply for the same outside of the city in which the employment office is located shall have a written order from the employer giving his name and address, the number and the kind of workers wanted, the probable duration of the employment, the rate of wages, whether a strike is on at the place where the men are wanted and what the price of board and lodging is if these are furnished by the employer or if he deducts the cost of these from the wages. Provided, however, that an employment agent may send applicants out of town in response to a telephone order if the employer promises to confirm the order in writing within 2 days. In a telephone order confirmation is not required for any employe whose salary will exceed \$5,000.00 per year where the regulations otherwise have been followed.

History: Cr. Register, March, 1957, No. 15, eff. 4-1-57.

Ind 77.04 Introduction card or letter. (1) Every employment agent who sends any applicant for employment to apply for a position at any place outside of the city or town in which the office of the employment agent is located shall give to such applicant a card or letter stating the name and address of the person to whom the applicant is referred, the kind of work supposed to be obtainable, the name of the applicant for the position, the probable duration of employment, the rate of wages to be paid by the employer, the price of board and lodging if these are to be deducted from the earnings, the cost of transportation to the employment and by whom it is to be

paid, and any other deductions that are to be made from the earnings. In case of a strike or lockout the card or letter shall also state this fact.

(2) Nothing contained herein shall prevent any employment agent from referring an applicant for employment to a place of possible employment by means of the telephone, and without any card or letter, in any case where prompt action is necessary, provided that in every such case the information that is required to be stated in such card or letter shall be communicated in writing to such applicant as soon as is reasonably possible.

History: Cr. Register, March, 1957, No. 15, eff. 4-1-57.

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Ind 77.05 Promises of positions. Whenever any employment agent induces a person to come to a city from a distance on the promise of a position, or whenever any employment agent sends a person to a distant place outside of the city where his office is located, if the applicant fails to secure employment through no fault of his own, the employment agent shall pay all the necessary expenses incurred by such person; provided, however, that the employment agent shall not be liable for these expenses if he has informed the applicant in writing that the applicant travels at his own risk.

History: Cr. Register, March, 1957, No. 15, eff. 4-1-57.

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Ind 77.06 Discharge of employees. No employment agent shall persuade, induce or procure, or attempt to persuade, induce or procure any employer or agent of any employer to discharge any employe; or persuade or induce any employe to break a contract with his employer.

History: Cr. Register, March, 1957, No. 15, eff. 4-1-57.

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Ind 77.07 Moving place of business. No licensee shall open, conduct or maintain an office at any other place than that specified in the license without first obtaining the written consent of the industrial commission. Such consent may be withheld for any reason for which an original application might have been rejected if such place had been mentioned therein.

History: Cr. Register, March, 1957, No. 15, eff. 4-1-57.

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Ind 77.08 Posting of licenses and rules. Every licensed employment agent shall post his license and keep in a conspicuous place in every room of his office copies of chapter 105, Wis. Stats., together with all rules and orders of the industrial commission issued in pursuance thereof; and further shall post on his outside door or window a sign with his name and the fact that he is a licensed employment agent thereon. All stationery and advertising matter, shall likewise contain the name of the employment agent and a statement that he is licensed.

History: Cr. Register, March, 1957, No. 15, eff. 4-1-57.

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Ind 77.09 Posting of schedule of rates. Every licensed employment agent shall post in a conspicuous place in every room of his office copies of the schedule of rates or fees required to be filed with the industrial commission. This schedule must show the fees to be charged both to employers and to employes for all kinds of employment as to which the licensee proposes to act as employment agent. It must show also to what extent, if at all, such fees for each kind of employment are to vary with the rate of wages received by the employe or

with the duration of the employment obtained. If different fees are to be charged for male and female employes, the rates for each sex shall be clearly stated. The schedules so posted may be changed at any time provided that a copy of such changes is filed with the industrial commission before such changes are posted or acted upon.

History: Cr. Register, March, 1957, No. 15, eff. 4-1-57.

Ind 77.10 Registration fees. No employment agent shall charge a registration fee without permission from the industrial commission. This rule shall not apply to licensees who act as employment agents only with reference to teachers and other employes of educational institutions, and with reference to trained nurses.

History: Cr. Register, March, 1957, No. 15, eff. 4-1-57.

Ind 77.11 Forms. The following forms are listed in accordance with Sec. 227.013, Wis. Stats. These forms are issued by the Woman & Child Labor Division and may be obtained from the Industrial Commission, 1 West Wilson Street, Madison.

(1) CL-81 License.

History: Cr. Register, October, 1957, No. 22, eff. 11-1-57.