

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

## THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

**LEAVE ENTITLEMENTS**

Eight employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth or care and protection of a child for adoption or foster care.
- To bond with a child placed with them within 1 year of the child's birth or placement.
- To care for the employee's spouse, child, or parent who has a serious health condition.
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employer's job.
- For qualifying exigencies related to the family deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered employer's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a 12-month period to care for the next of kin who has a serious health condition.

**EMPLOYEE RESPONSIBILITIES**

- Employees who are on FMLA leave, employees must continue their insurance coverage if the employees were not laid off.
- Employees must notify their employer as soon as possible and generally, before the employer's usual notice period.
- Employees do not have to have a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include:
  - Informing an employer that the employee is or will be unable to perform the job for a certain period.
  - Providing a doctor's certification of the need for the leave.
  - Providing information about the employee's condition and how it affects the employee's ability to perform the job.
  - Providing information about the employee's condition and how it affects the employee's ability to perform the job.

**ENFORCEMENT**

Employees may file a complaint with the U.S. Department of Labor Wage and Hour Division, or they may bring a private lawsuit against their employer.

**EXAMINEE RIGHTS**

The Secretary of Labor may bring court actions to restrain violators and also to enforce compliance with the law. Employees of job applicants may also bring their own court actions.

**THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.**

For additional information or to file a complaint:  
**1-866-4-USWAGE**  
 (1-866-487-9243) TTY: 1-877-889-5627  
[www.dol.gov/whd](http://www.dol.gov/whd)  
 U.S. Department of Labor | Wage and Hour Division

# EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

**PROHIBITIONS**

Employers are generally prohibited from requiring or requesting any employer or job applicant to take a lie detector test, and from disclosing, disclosing, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

**EXEMPTIONS**

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits polygraph testing of lie detector tests to be administered to the private sector, subject to restrictions. In certain circumstances, the Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident that involves the use of a firearm, explosives, or other dangerous or destructive devices, or other types of incidents that result in economic loss to the employer.

The law does not preempt any provision of any State or local law that provides for the use of polygraph tests in the private sector, provided the tests are conducted in accordance with the law.

**EXAMINEE RIGHTS**

When polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to stop the test before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

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U.S. Department of Labor | Wage and Hour Division

# EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

## FEDERAL MINIMUM WAGE

### \$7.25 PER HOUR

BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

**OVERTIME PAY**

At least 1 1/2 times the regular rate of pay for all hours worked over 40 in a workweek.

**CHILD LABOR**

An employer must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youth under 18 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions.

**TIP CREDIT**

Employers of "tipped employees" who are certain conditions may claim a partial wage credit based on the received tips from customers. Employees may not report overtime a cash wage of at least \$2.13 per hour of the cash wage against their minimum wage obligation. If an employee's law combined with the employer's tip credit is less than \$2.13 per hour, the employer must make up the difference.

**NURSING MOTHERS**

The FLSA requires employers to provide reasonable break time for the nursing mother employee who is lactating. The break time must be taken during the employee's workday. The break time must be taken during the employee's workday. The break time must be taken during the employee's workday.

**ENFORCEMENT**

The Department has authority to recover back wages and an equal amount of liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate under the Act, or file a civil suit against their minimum wage obligation. If an employee's law combined with the employer's tip credit is less than \$2.13 per hour, the employer must make up the difference.

**ADDITIONAL INFORMATION**

Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions. Some provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections. Employees must comply with both. Some state laws provide greater employee protections. Employees must comply with both. Some state laws provide greater employee protections. Employees must comply with both.

U.S. Department of Labor | Wage and Hour Division

# VERMONT DEPARTMENT OF LABOR

## Employer's Liability and Workers' Compensation NOTICE TO EMPLOYEES

This employer has complied with the provisions of Title 21 of the Vermont Statutes, Annotated §687, by obtaining Workers' Compensation Insurance coverage through:

(Insurance Carrier)

Workers' compensation benefits for lost time, medical expenses, disability or death because of a work-related injury are available through the above named company.

- An injured employee MUST immediately notify his/her employer of an injury.
- The employer MUST file an Employee Claim and Employer's First Report of Injury (Form 1) with the Vermont Department of Labor within 72 hours of the notice of an injury that requires medical attention or results in time lost from work. The employer must also provide a copy of the Form 1 to the injured worker and to the insurance carrier.
- If the employer fails to file a First Report, an employee may file a Notice of Injury and Claim for Compensation (Form 5) with the Vermont Department of Labor within six months of the date of injury.
- Information concerning injured worker rights and benefits is available on the department's Workers' Compensation website at <http://www.labor.vermont.gov> or by calling (802) 828-2286.

Equal Opportunity is the Law

The State of Vermont is an Equal Opportunity/Affirmative Action Employer. Applications from women, individuals with disabilities, and people from diverse cultural backgrounds are encouraged. Auxiliary aids and services are available upon request to individuals with disabilities. 711(TTY/Relay Service) or 802-828-4203 TDD (Vermont Department of Labor).

WC-10 (12/05)

# Vermont's Earned Sick Time Act

## Notice of Employee Rights

**HOW IS SICK TIME EARNED?**

An employee will earn one hour of earned sick time for every 32 hours of actual work, including overtime. An employee will be entitled to use up to 40 hours in 2019 and subsequent years.

**WHEN DOES ACCRUAL BEGIN?**

An employee begins accruing sick leave on January 1st, 2017 or on the first day of employment, whichever comes later.

**IS THERE AN EXCEPTION FOR SMALL BUSINESSES?**

A small business that employs five or fewer full-time employees that is not subject to the Act until January 1st, 2018.

**WHEN WILL PAID SICK TIME BE AVAILABLE TO USE?**

An employer may elect to allow the use of earned sick time as it accrues, or may impose a waiting period of up to one year after January 1st, 2017 or the first day of employment, whichever comes later.

**ARE ALL EMPLOYEES ENTITLED TO SICK TIME?**

Not all employees are subject to the protections of the Act. There are limited exemptions for certain types of employment, as well as for certain seasonal and part-time employees. For a complete list, go to: [legislature.vermont.gov/statutes/section/21.005.0048](http://legislature.vermont.gov/statutes/section/21.005.0048)

FOR MORE INFORMATION, or to report suspected violations of the Act, contact the Vermont Department of Labor at 1-802-951-4063

U.S. Department of Labor | Wage and Hour Division

# Employment Protections for Victims of Crime

## Notice of Employee Rights

**WHAT IS THE LAW?**

Under Vermont law, crime victims are protected from harassment or other discrimination by employers based on their status as a crime victim. Employees are also entitled to provide crime victims with job-protected, unpaid leave to attend certain legal proceedings relating to the crime.

**EMPLOYEE RIGHTS**

Employees who are crime victims have the right to take unpaid leave to attend:

- Criminal proceedings where the employee has a legal right or obligation to appear at the proceedings.
- Relief from abuse hearings and related or exploitation hearings when the employee is a plaintiff or defendant.
- Hearings concerning an order against stalking or sexual assault.

**WHO IS A CRIME VICTIM?**

Under the law, a "crime victim" is a person who has:

- Obtained a relief from abuse order against a family or household member.
- Obtained a court order against stalking or sexual assault.
- Obtained a court order against abuse of a vulnerable adult.
- Sustained physical, emotional or financial injury as the direct result of a crime, and is identified as a crime victim in an affidavit filed by law enforcement.

**FOR MORE INFORMATION:**

VERMONT ATTORNEY GENERAL CIVIL RIGHTS UNIT  
 109 STATE STREET, MONTPELIER, VT 05602  
 802-255-5100  
 HUMAN RIGHTS COMMISSION  
 14-16 BAINBRIDGE ST., MONTPELIER, VT 05603  
 802-452-2013

**POSTING OF SAFETY RECORDS NOTICE TO EMPLOYEES**

Under Vermont law (21 V.S.A. §691a) all Vermont employers must advise their employees of when they may review the employer's record of workplace safety incidents. The employer's data shall be available for review by any employee and by the Commissioner of Labor, but this information shall not otherwise be public information.

The employer's data is available at:

Employer Contact: (Name) (Location)  
 Work Telephone: (Number)  
 For more information, contact the Vermont Department of Labor at (802) 828-2286. (Rev. 09/14)

# NOTICE MINIMUM WAGE

Vermont's minimum wage rate increases annually every January 1 by either 5% or the percentage increase of the Consumer Price Index, CPI-U, U.S. city average, not seasonally adjusted, whichever is smaller.

**MINIMUM WAGE RATE**

Effective 01/01/2021	\$11.75 per hour
Effective 01/01/2020	\$10.98 per hour
Effective 01/01/2019	\$10.78 per hour

**BASIC WAGE RATE**

Effective 01/01/2021	\$5.88 per hour
Effective 01/01/2020	\$5.48 per hour
Effective 01/01/2019	\$5.39 per hour

**MAXIMUM TIP CREDIT ALLOWED**

Effective 01/01/2021	\$5.88 per hour
Effective 01/01/2020	\$5.48 per hour
Effective 01/01/2019	\$5.39 per hour

**Service or Tipped Employees** – A service or tipped employee means an employee of a hotel, motel, tourist place, or restaurant who customarily and regularly receives more than \$120.00 a month in tips for direct and personal customer service.

**Basic Wage Rate** – The basic wage rate is the minimum required employer contribution towards the minimum wage for service or tipped employees. If an employee does not receive sufficient tips in the workweek to at least achieve the minimum wage for all hours worked that week, the employer must make up the difference.

**For Further Information Contact:**

Vermont Department of Labor  
 Wage and Hour Division  
 63 Pearl Street  
 Burlington, Vermont 05401  
 Email: [Labor.WageHour@vermont.gov](mailto:Labor.WageHour@vermont.gov)  
 Telephone: (802) 951-4083  
 Fax: (802) 865-7655

U.S. Department of Labor | Wage and Hour Division

# whistleblower

## Healthcare Whistleblower's Protection Act

There is protection for Healthcare Employees Who Report or Refuse to Commit Illegal Acts

**WHAT IS THE LAW?**

An employee with a pregnancy-related condition has a right to reasonable accommodations in the workplace to perform her job. A pregnancy-related condition is one caused by pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law applies to all Vermont workplaces and all pregnant employees.

**WHAT ARE THE EMPLOYEE'S RIGHTS?**

If you feel you need reasonable accommodations to perform your job, you must request the accommodation by communicating with your employer. Examples of pregnancy-related accommodations include, but are not limited to:

- More breaks for the bathroom, water intake, or rest.
- Access to a chair or stool.
- Time off for prenatal appointments.
- A private, clean space for breast feeding.
- Assistance with specific duties, such as manual labor or heavy lifting.

If you feel you need reasonable accommodations to perform the essential functions of your job, you must request the accommodations by communicating with your employer.

**WHEN DOES IT BECOME EFFECTIVE?**

January 1, 2018

**WHAT ARE THE EMPLOYER'S OBLIGATIONS?**

When employees request a reasonable accommodation pertaining to pregnancy, the employer should take time to work with the employee to fulfill the request. Ignoring a request, retaliating against, or firing the employee requesting a reasonable accommodation could expose the employer to damages and civil penalties.

**DOES AN EMPLOYER HAVE TO GIVE EVERY ACCOMMODATION REQUEST?**

An employer may decline a reasonable accommodation if the accommodation would constitute an undue hardship. An accommodation creates an undue hardship if it would be significantly difficult, unduly expensive or unworkable to put into place.

FOR MORE INFORMATION, CONTACT THE VERMONT ATTORNEY GENERAL'S OFFICE, 109 STATE STREET, MONTPELIER, VT 05602. 802-255-5100. [civilrights.vermont.gov](http://civilrights.vermont.gov)

U.S. Department of Labor | Wage and Hour Division

# Accommodations for Pregnant Employees in Vermont

## Notice of Employee Rights

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U.S. Department of Labor | Wage and Hour Division

# STATE AND FEDERAL LABOR LAW

U.S. Department of Labor | Wage and Hour Division

# NOTICE SEXUAL HARASSMENT IS ILLEGAL

and is prohibited by THE VERMONT FAIR EMPLOYMENT PRACTICES ACT (VERFEA) (Title 21, Chapter 5, Subchapter 6 of the Vermont Statutes) AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 (42 United States Code Section 2000e et seq.)

**VERMONT LAW NOW PROTECTS ALL WORKERS, NOT JUST EMPLOYEES.** EFFECTIVE JULY 1, 2018, VERMONT'S PROTECTIONS AGAINST SEXUAL HARASSMENT EXTEND TO ALL INDIVIDUALS ENGAGED "TO PERFORM WORK OR SERVICES" – EVEN IF THEY ARE NOT "EMPLOYEES" UNDER STATE OR FEDERAL LAW. REFERENCES TO "EMPLOYER," "EMPLOYEE," AND "EMPLOYMENT" SHOULD BE UNDERSTOOD TO APPLY TO WORK AGREEMENTS BEYOND THE TRADITIONAL EMPLOYER-EMPLOYEE RELATIONSHIP.

"SEXUAL HARASSMENT" IS A FORM OF SEX DISCRIMINATION AND MEANS UNWELCOME SEXUAL ADVANCES, REQUESTS FOR SEXUAL FAVORS, AND OTHER VERBAL OR PHYSICAL CONDUCT OF A SEXUAL NATURE WHEN:

(A) SUBMISSION TO THAT CONDUCT IS MADE EITHER EXPLICITLY OR IMPLICITLY A TERM OR CONDITION OF WORK OR

(B) SUBMISSION TO OR REJECTION OF SUCH CONDUCT BY AN INDIVIDUAL IS USED AS A COMPONENT OF THE BASIS FOR WORK-RELATED DECISIONS AFFECTING THAT INDIVIDUAL OR

(C) THE CONDUCT HAS THE PURPOSE OR EFFECT OF SUBSTANTIALLY INTERFERING WITH THE INDIVIDUAL'S WORK PERFORMANCE OR CREATING AN INTIMIDATING, HOSTILE OR OFFENSIVE WORK ENVIRONMENT.

IT IS UNLAWFUL TO RETALIATE AGAINST AN INDIVIDUAL PERFORMING WORK OR SERVICES FOR FILING A COMPLAINT OF SEXUAL HARASSMENT OR FOR COOPERATING IN AN INVESTIGATION OF SEXUAL HARASSMENT.

IT IS THE POLICY OF THIS EMPLOYER TO ENSURE A WORKPLACE FREE OF SEXUAL HARASSMENT FOR ALL INDIVIDUALS PERFORMING WORK OR SERVICES. EVERY SUPERVISOR IS RESPONSIBLE FOR PROMPTLY RESPONDING TO OR REPORTING ANY COMPLAINT OR SUSPECTED ACTS OF SEXUAL HARASSMENT.

**Examples of SEXUAL HARASSMENT include:**

- UNWELCOME SEXUAL ADVANCES • SUGGESTIVE OR LEWD REMARKS • UNWANTED HUGS, TOUCHES, KISSES • REQUESTS FOR SEXUAL FAVORS • PORNOGRAPHIC POSTERS, CARTOONS OR DRAWINGS • UNWELCOME SEXUAL JOKES AND BANTER

Rel: 21 V.S.A. § 495A.

U.S. Department of Labor | Wage and Hour Division

# whistleblower

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U.S. Department of Labor | Wage and Hour Division

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U.S. Department of Labor | Wage and Hour Division

# UNEMPLOYMENT INSURANCE

If you have become unemployed, or your work hours have been reduced, you may be eligible for UNEMPLOYMENT BENEFITS

Call the Vermont Department of Labor  
**1-877-214-3330** (toll free)  
 TTY/Relay Service at 711  
 TDD services at 1-800-650-4152

If you are forced to leave your job as a result of domestic violence, sexual violence, or stalking, you may be eligible for benefits under the Domestic and Sexual Violence Survivor's Transitional Employment Program. When speaking with a representative at the toll-free number listed above, please ask to speak with the Domestic Violence Program Manager.

For free professional help in finding a job, an internship, or job training opportunities, visit a Department of Labor Career Resource Center near you.

To find your local center, visit: [labor.vermont.gov](http://labor.vermont.gov) or call 888-807-7072

U.S. Department of Labor | Wage and Hour Division

# CHILD LABOR POSTER

**NON-AGRICULTURAL EMPLOYMENT:**

Children Age 14 and 15 MAY NOT work in any of the hazardous occupations above and may not work in communications or public utilities jobs, construction or repair jobs, driving a motor vehicle or helping a driver, manufacturing and mining occupations, power-driven machinery or hoisting apparatus other than typical office machines, processing occupations, public messenger jobs, transporting persons or property, workrooms where products are manufactured, mined or processed, or warehousing or storage.

Children Age 14 and 15 MAY work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

- No more than 3 hours on a school day or 18 hours in a school week; 8 hours on a school day or 40 hours in a non-school week. Also, work may not begin before 7 a.m. or after 7 p.m., except from June 1 through Labor Day, when evening hours are extended to 9 p.m. Different rules apply in agricultural employment.
- Examples of permitted jobs include office, grocery store, retail stores, restaurant, movie theater, baseball park, amusement park, or gasoline service station.

Children Age 16 - 18

An employee must be at least 16 years old to work in most non-farm jobs. No person less than 18 years old may work in any occupation declared hazardous by the Secretary of the USDOH or the Commissioner of the Vermont Department of Labor. The following occupations have been declared hazardous (see child labor rules for additional information):

- Hazardous Occupations**  
 Manufacturing and storing of explosives, driving a motor vehicle and being an outside helper on a motor vehicle; coal mining, logging and sawmilling, power-driven woodworking machines, exposure to radioactive substances, power-driven hoisting apparatus, power-driven metal-forming, punching, and shearing machines, mining other than coal mining, meat packing or processing (including the use of power-driven meat slicing machines), power-driven bakery machines, power-driven paper-product machines, manufacturing brick, tile, and related products, power-driven circular saws, band saws, and guillotine shears, wrecking, demolition, and shoring operations, roofing operations, or excavation operations. There are some exemptions for apprentice/student-leader programs in some of these hazardous occupations.

A person must be at least 18 to work in any of the hazardous non-farm jobs listed above.

**AGRICULTURAL EMPLOYMENT:**

Once a person turns 16 years old, he or she can do any job in agriculture.

A youth 14 or 15 years old can work in agriculture, on any farm, but only in non-hazardous jobs.

A youth 12 or 13 years of age can only work in agriculture on a farm if a parent has given written permission or if a parent is working on the same farm as his or her child, and only in non-hazardous jobs.

If the youth is younger than 12, he or she can only work in agriculture on a farm if the farm is not required to pay the Federal minimum wage. Under the FLSA, "small" farms are exempt from the minimum wage requirements. "Small" farm means any farm that did not use more than 500 "man-days" of agricultural labor in any calendar quarter (3-month period) during the preceding calendar year. "Man-day" means any day during which an employee works at least one hour. If the farm is "small" workers under 12 years of age can only be employed with a parent's permission and only in non-hazardous jobs.

**Equal Opportunity is the Law**

The State of Vermont is an Equal Opportunity/Affirmative Action Employer. Applications from women, individuals with disabilities, and people from diverse cultural backgrounds are encouraged. Auxiliary aids and services are available upon request to individuals with disabilities. 711(TTY/Relay Service) or 802-828-4203 TDD (Vermont Department of Labor).

WH-1 (09/17)

# Safety and Health Protection on the Job

The Vermont Occupational Safety and Health Code (Title 21 V.S.A. Chapter 3, Sub-Chapters 4 and 5, and the rules adopted thereunder) provides job safety and health protection for workers.

The purpose of the law is to assure safe and healthful working conditions throughout the State.

- You have the right to notify your employer or VOSHA about workplace hazards. You may ask VOSHA to keep your name confidential.
- You have the right to request a VOSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace.
- You or your representative may participate in the inspection.
- You can file a complaint with VOSHA within 30 days of discrimination by your employer for making safety and health complaints or for exercising your rights under the Vermont Occupational Safety and Health Act.
- You have a right to see VOSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.

The Statute provides that employees may not be discharged or discriminated against in any way for filing safety or health complaints or otherwise exercising their rights under the Code.

The Statute also provides that employees who are discriminated against may bring a private action in Superior Court for appropriate relief including reinstatement, triple wages, damages, costs and reasonable attorney's fees.

The Occupational Safety and Health Act of 1970 (OSH Act), P.L. 91-596, assures safe and healthful working conditions for working men and women throughout the Nation. To obtain more information on OSHA federal programs, call 1-800-321-OSHA or visit OSHA's website at [www.osha.gov](http://www.osha.gov).

The Vermont Occupational Safety and Health Administration (VOSHA), in the Vermont Department of Labor, has the primary responsibility for administering the OSH Act in Vermont. To file a complaint, report an emergency, or seek VOSHA advice or assistance call 1-800-287-2765.

Under a plan approved October 1, 1973, by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), the State of Vermont is providing job safety and health protection for workers throughout the State. OSHA will monitor the operation of this plan to assure that continued approval is merited. Any person may make a complaint regarding Vermont's administration of this plan directly to the Occupational Safety and Health Administration, John F. Kennedy Federal Building, Room E-340, Boston, MA, 02203, Telephone (617) 955-9860.

Further information, including copies of the Code and of specific safety and health standards, may be obtained by contacting:  
 Project WorkSAFE  
 Department of Labor  
 6 Green Mountain Drive  
 P. O. Box 488  
 Montpelier, Vermont 05601-0488  
 Telephone (888) SAFE-VES  
 Toll-free at 1-866-723-3937.

**ASSISTANCE AND INFORMATION:**  
 The plan provides that employers and employees may request free voluntary compliance consultative or training assistance, which is provided by non-enforcement Project WorkSAFE personnel.

**1-800-287-2765**  
[www.labor.vermont.gov](http://www.labor.vermont.gov)

U.S. Department of Labor | Wage and Hour Division

# Equal Employment Opportunity is THE LAW

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations cannot discriminate against employees and applicants on the basis of race, sex, religion, national origin, or ancestry.

**RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Title VII of the Civil Rights Act of 1964, as amended, prohibits employers from discriminating on the basis of race, sex, religion, national origin, or ancestry in hiring, promotion, discharge, pay, fringe benefits, job training, classification, and other aspects of employment.

**INDIVIDUALS WITH DISABILITIES**

Title I of the Americans with Disabilities Act of 1990, as amended, prohibits employers from discriminating on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, and other aspects of employment.

**AGE**

Title IV of the Age Discrimination in Employment Act of 1967, as amended, prohibits employers from discriminating on the basis of age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, and other aspects of employment.

**RELIATION**

Title VII of the Civil Rights Act of 1964, as amended, prohibits employers from discriminating on the basis of religion in hiring, promotion, discharge, pay, fringe benefits, job training, classification, and other aspects of employment.

**SEX**

Title VII of the Civil Rights Act of 1964, as amended, prohibits employers from discriminating on the basis of sex in hiring, promotion, discharge, pay, fringe benefits, job training, classification, and other aspects of employment.

**ANCESTRY**

Title VII of the Civil Rights Act of 1964, as amended, prohibits employers from discriminating on the basis of ancestry in hiring, promotion, discharge, pay, fringe benefits, job training, classification, and other aspects of employment.

**RELIATION**

Title VII of the Civil Rights Act of 1964, as amended, prohibits employers from discriminating on the basis of religion in hiring, promotion, discharge, pay, fringe benefits, job training, classification, and other aspects of employment.

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**ANCESTRY**

Title VII of the Civil Rights Act of 1964, as amended, prohibits employers from discriminating on the basis of ancestry in hiring, promotion, discharge, pay, fringe benefits, job training, classification, and other aspects of employment.

U.S. Department of Labor | Wage and Hour Division

# VERMONT DEPARTMENT OF LABOR Parental Leave, Family Leave and Short-Term Family Leave

Vermont's Parental Leave Law covers employers with 10 or more workers who work an average of 50 hours per week over the course of a year.

**Parental Leave:** during the pregnancy and/or after childbirth; or within a year following the initial placement of a child 16 years of age or younger with the worker for the purpose of child, party to a civil union, parent, spouse, or partner of the worker's spouse;

**Family Leave:** for the serious illness of the worker's child, stepchild, foster child or ward who lives with the worker; a civil union, parent, spouse, or partner of the worker's spouse;

**Short-Term Family Leave:** to participate in preschool or school activities directly related to the academic advancement of the worker's child, stepchild, foster child or ward who lives with the worker; to attend or to accompany the worker's child, stepchild, foster child or ward who lives with the worker or the worker's parent, spouse or parent-in-law to routine medical or dental appointments; to accompany the worker's parent, spouse, or parent-in-law to a medical appointment involving the employee's child, stepchild, foster child or ward who lives with the worker or the employee's parent, spouse or parent-in-law.

The worker must give reasonable written notice of intent to take family or parental leave, including the anticipated dates the leave will be taken. The employer may require the worker to provide a medical certificate from a physician. For short-term family leave, a worker must give notice as early as possible, at least seven days before the leave is to be taken unless waiting seven days could have a significant adverse impact on the employee's family member.

A worker may choose to use sick leave, or vacation leave, or other accrued paid leave time during the leave, up to six weeks. The employer may not require the worker to do so. Use of paid leave does not extend the overall leave time to which the worker is entitled.

The employer must continue to provide all worker benefits unchanged during the leave period but may require the worker to contribute to the cost at the existing rate of worker contribution.

**Equal Opportunity is the Law**

The State of Vermont is an Equal Opportunity/Affirmative Action Employer. Applications from women, individuals with disabilities, and people from diverse cultural backgrounds are encouraged. Auxiliary aids and services are available upon request to individuals with disabilities. 711(TTY/Relay Service) or 802-828-4203 TDD (Vermont Department of Labor).

WH-1 (09/19)

# NOTICE Worker's Compensation Reinstatement Rights

## VERMONT LAW REQUIRES POSTING OF THIS NOTICE

21 VSA §643b Reinstatement; seniority and benefits protected

This law provides that an employer who regularly employs ten or more people (at least 10 of whom work more than 15 hours a week), has an obligation to rehire a worker who has suffered a work related injury provided that the following conditions are met:

- The worker recovers from the injury within two (2) years of the onset of disability; and
- The worker keeps the employer informed of his or her current mailing address; and
- The worker had an expectation of continuing work had the injury not occurred; and
- The worker is physically capable of performing either his or her prior job, if available, or an alternative suitable position.

Reinstatement must be with all benefits earned up to the date of injury, including both seniority and accrued leave time. Obviously, such benefits need not accrue during the period of actual disability.

Please note that the right to reinstatement applies only to the first available suitable job. Thus, the employer is not obligated either to create an "extra" position for a returning worker or to layoff a current employee in order to comply with this law.

Should you have questions regarding the above, please contact the Vermont Department of Labor, Workers' Compensation and Safety Division at 802-828-2286 or our website: [labor.vermont.gov](http://labor.vermont.gov)

**www.labor.vermont.gov**  
 Vermont Department of Labor  
 P. O. Box 488  
 Montpelier, Vermont 05601-0488  
 Email: [LABOR.WCCMP@vermont.gov](mailto:LABOR.WCCMP@vermont.gov)  
 Telephone: (802) 828-2286  
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 Fax: (802) 828-2195

U.S. Department of Labor | Wage and Hour Division