THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

Employees may choose or an employer may require use of accrued Eligible 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 · The birth of a child or placement of a child for adoption or foster To bond with a child (leave must be taken within 1 year of the

An employee does not need to use leave in one block. When it is

medically necessary or otherwise permitted, employees may take leave

paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies. While employees are on FMLA leave, employers must continue health surance coverage as if the employees were not on leave. To care for the employee's spouse, child, or parent who has a Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and For the employee's own qualifying serious health condition that

makes the employee unable to perform the employee's job; An employer may not interfere with an individual's FMLA rights or For qualifying exigencies related to the foreign deployment of a retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in military member who is the employee's spouse, child, or any proceeding under or related to the FMLA. parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious An employee who works for a covered employer must meet three

criteria in order to be eligible for FMLA leave. The employee must: Have worked for the employer for at least 12 months: Have at least 1,250 hours of service in the 12 months before

 Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite. *Special "hours of service" requirements apply to airline flight crew Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an

certification is incomplete, it must provide a written notice indicating

employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis, but must provide ugh information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include orming an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perfor is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the

EMPLOYER RESPONSIBILITIES Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, ust also provide a notice of rights and responsibilities under th FMLA. If the employee is not eligible, the employer must provide a Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA Employees may file a complaint with the U.S. Department of Labor,

Wage and Hour Division, or may bring a private lawsuit against an The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leav

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

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

Ref.: 29 USC, Ch. 28, Sec. 2619

EXAMINEE

EXEMPTIONS

to have test results disclosed to unauthorized persons. The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may

economic loss to the employer.

also bring their own court actions. THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

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.

any employee or job applicant to take a lie detector test, and from

discharging, disciplining, or discriminating against an employee or

prospective employee for refusing to take a test or for exercising other

Federal, State and local governments are not affected by the law. Also,

certain private individuals engaged in national security-related activities.

The Act permits polygraph (a kind of lie detector) tests to be administered

employees of security service firms (armored car, alarm, and guard), and

The Act also permits polygraph testing, subject to restrictions, of certain

The law does not preempt any provision of any State or local law or any

collective bargaining agreement which is more restrictive with respect to

Where 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 a written notice before testing, the right to refuse or discontinue a test, and the right not

employees of private firms who are reasonably suspected of involvement

the law does not apply to tests given by the Federal Government to

in the private sector, subject to restrictions, to certain prospective

in a workplace incident (theft, embezzlement, etc.) that resulted in

of pharmaceutical manufacturers, distributors and dispenser

PROHIBITIONS Employers are generally prohibited from requiring or requesting

rights under the Act.

VERMONT DEPARTMENT OF LABOR

Employer's Liability and Workers' Compensation NOTICE TO EMPLOYEES

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

- 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
- 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.

the injured worker and to the insurance carrier.

whistleblower

There is protection for

Healthcare Employees Who Report or

You are protected by this law

ONLY if:

.. You are employed by a hospi-

tal, or nursing home; and

2. You tell your employer about

the problem and allow a

3. You have good reason to

not correct the problem.

If you have been fired or

your employer has retaliated

against you due to a violation of

this law, you may:

process, grievance procedure,

or similar process available to

you to maintain or restore any

2. Bring an action in the superior

retaliation by your employer

occurred.

court of the county where the

loss of employment rights with

1. Use any available internal

believe that your employer will (Title)

Refuse to Commit Illegal Acts*

It is illegal for your employer to

fire you, threaten you, retaliate

against you or treat you

differently because:

You reported a violation of the

You reported a medical erro

law by your employer to any

person, entity, or public body;

or improper quality of patient

care by your employer to any

person, entity, or public body;

You reported something that

risks someone's health or

You have objected or refused

to participate in any activ-

ity, policy, or practice of your

believe is a violation of a law

employer that you reasonably

or constitutes improper quality

of care, or that will endanger

5. You have been involved in an

investigation or hearing held

conditions in your workplace.

substances or conditions.

reasonable attorney's fees.

• You or your representative may participate in the inspection.

citations at or near the place of the alleged violation.

that these hazards have been reduced or eliminated.

Your employer must post this notice in your workplace.

E-340, Boston, MA, 02203, Telephone (617) 565-9860.

ASSISTANCE AND INFORMATION:

by the government.

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)

(Title 21, V.S.A.,

Sections 507 - 509)

quires every hos

and nursing home

to post this notice

To report a violation, unsafe con-

(The employer should fill in this

in your workplace, contact:

(Name)

(Location)

dition or practice or an illegal act

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 52 hours of actual work, including overtime. An employee will be entitled to use up to 40 hours in 2019 and subsequent years.

HOW CAN SICK TIME BE USED?

An employee can use sick time when

the employee or employee's child, parent, grandparent, spouse, or parentin-law is sick or injured. This includes helping a family member obtain health care or travel to an appointment related to his or her long-term care, or to address the effects of domestic violence sexual assault or stalking. An employee may use earned sick time to care for a family member because the school or business where the family member is located is closed for public health or

> **VERMON DEPARTMENT OF LABOR**

report suspected violations of the Act, contact th Vermont Department of Labor at 1-802-951-4083

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

WH1420 REV 04/16

IS THERE AN EXCEPTION FOR SMALL BUSINESSES? A small business that employs five or fewer full-time employees will not be 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

certain seasonal and part time employees. For a complete list, go to: legislature.vermont.gov/statutes section/21/005/00481

Accommodations for Pregnant Employees In Vermont **Notice of Employee Rights**

WHAT ARE THE EMPLOYEE'S 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 nedical condition related to pregnancy o childbirth. The law applies to all Vermont vorkplaces and all pregnant employees.

WHEN DOES IT BECOME **EFFECTIVE?**

January 1, 2018

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 ccommodation could expose the employer VERMON to damages and civil penalties

* A copy of the complete statute can be found at: http://legislature.vermont.gov/ statutes/chapter/21/005 This poster may be copied.

FOR MORE INFORMATION CALL THE VERMONT DEPARTMENT OF LABOR | 1-802-951-4083 | TTY/Relay Service at 711 | TDD services at 1-800-650-4152

Safety and Health

Protection on the Job

The Vermont Occupational Safety and Health Code (Title 21 V.S.A. Chapter 3, Sub-

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

Chapters 4 and 5, and the rules adopted (thereunder) provides job safety and health

• You have the right to notify your employer or VOSHA about workplace hazards. You may ask VOSHA to

You have the right to request a VOSHA inspection if you believe that there are unsafe and unhealthful

You can file a complaint with VOSHA within 30 days of discrimination by your employer for making

You have a right to see VOSHA citations issued to your employer. Your employer must post the

safety and health complaints or for exercising your rights under the Vermont Occupational Safety and

Your employer must correct workplace hazards by the date indicated on the citation and must certify

You have the right to copies of your medical records or records of your exposure to toxic and harmful

The Statute provides that employees may not be discharged or discriminated against in any way for

• 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

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

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,

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

The plan provides that employers and employees may request free voluntary compliance consultative

1-800-287-2765

www.labor.vermont.gov

or training assistance, which is provided by non-enforcement Project WorkSAFE personnel

filing safety or health complaints or otherwise exercising their rights under the Code.

OSHA federal programs, call 1-800-321-OSHA or visit OSHA's website at www.osha.gov.

report an emergency, or seek VOSHA advice or assistance call 1-800-287-2765.

of employment, as well as for FOR MORE INFORMATION,

If you feel you need reasonable accommodations to perform your job, you must request the accommodation by communicating with

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

Time off to recover from medical condi-

tions related to pregnancy or childbirth 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.

VERMONT

FOR MORE INFORMATION: STATE OF VERMONT ATTORNEY GENERAL'S OFFICE: 888-745-9195 or 802-828-3657 AGO.CivilRights@vermont.gov You may also contact the **HUMAN RIGHTS COMMISSION**

14-16 Baldwin St., Montpelier, VT 05633 800-416-2010 or 802-828-2480 human.rights@vermont.gov

Employment Protections for Victims of Crime Notice of Employee Rights 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. Employers are also required to provide crime victims with job-protected, unpaid leave to attend certain legal proceedings elating to the crime

EFFECTIVE AS OF July 1, 2018

Under the law, a "crime victim" is a

Obtained a relief from abuse Obtained a court order against

Obtained a court order against abuse of a vulnerable adult: or financial injury as the direct as a crime victim in an affidavit filed by law enforcement

Relief from abuse hearings and neglect or exploitation hearings when the employee is a plaintiff; Hearings concerning an order against stalking or sexual assault While on crime victim leave, employees may use any accrued sick paid leave. Employees must benefits while on leave, and have the right to return to their same job or a parable position upon return. .VERMONT DEPARTMENT OF LABOR FOR MORE INFORMATION VERMONT ATTORNEY GENERAL CIVIL RIGHTS UNIT

888-745-9195 OR 802-828-365

HUMAN RIGHTS COMMISSION

-16 Baldwin St., Montpelier, VT 05 800-416-2010 OR 802-828-2489 www.hrc.Vermont.gov

have the right to take unpaid leave to

employee has a legal right or obligation to appear at the

VERMONT

POSTING OF SAFETY RECORDS NOTICE TO EMPLOYEES Under Vermont law (21 V.S.A. §691a) all Vermont employers must advise their employees of where they may

review the employer's record of workplace safety, including workplace injury and illness. The employer's data shall be available for review by any employee and by the Commissioner of Labor, but this information shall The employer's data is available at:

Employer Contact:

For more information, contact the Vermont Department of Labor at (802) 828-2286 (Rev. 09/14)



UNEMPLOYMENT INSURANCE

UNEMPLOYMENT BENEFITS

1-877-214-3330

TTY/Relay Service at 711

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

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

auxiliary aides and services are available upon request for

You have a right to a safe and healthy workplace.

IT'S THE LAW!



Further information, including copies of the Code and of specific safety and health standards, may be obtained by contacting: **Project WorkSAFE**

5 Green Mountain Drive P. O. Box 488 Montpelier, Vermont 05601-0488 Telephone (888) SAFE-YES Toll-free at 1-888-723-3937



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

Vermont Department of Labor

TDD services at 1-800-650-4152

with the Domestic Violence Program Manager.

To find your local Center, visit: labor.vermont.gov or call 888-807-7072

VERMONT individuals with disabilities. Interpretive services are also vailable for persons with limited English proficiency.

DEPARTMENT OF LABOR

Equal Employment Opportunity is **THE LAW**

ocal governments, educational institutions, employment agencies and discrimination on the following bases:

discharge, pay, fringe benefits, job training, classification, referral, and INDIVIDUALS WITH DISABILITIES (including pregnancy), or national origin. Religious discrimination practices where the accommodation does not impose undue hardship. Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, inh training, classification, referral, and other aspects of emp Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, ringe benefits, job training, classification, referral, and other aspects SEX (WAGES) In addition to sex discrimination prohibited by Title VII of the Civil

employee, barring undue hardship.

Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on enetic information in hiring, promotion, discharge, pay, fringe

employment. GINA also restricts employers' acquisition of genetic tion and strictly limits disclosure of genetic inform Genetic information includes information about genetic tests of pplicants, employees, or their family members; the manifestation of liseases or disorders in family members (family medical history); and equests for or receipt of genetic services by applicants, employees, o

against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are strict time limits for filing charges of employment ation. To preserve the ability of EEOC to act on your behalf which receive Federal financial assistance. and to protect your right to file a private lawsuit, should you mately need to, you should contact EEOC promptly when rimination is suspected: -4000 (toll-free) or 1-800-669-6820 (toll-free or individuals with hearing impairments). EEOC field office nation is available at www.eeoc.gov or in most telephone

charge filing, is available at www.eeoc.gov.

discrimination on the following bases: RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN the basis of race, color, religion, sex or national origin, and require affirmative action to ensure equality of opportunity in all aspects of Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training.

FORCES SERVICE MEDAL VETERANS The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was RETALIATION

etaliation is prohibited against a person who files a complaint of scrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws. Any person who believes a contractor has violated its authorities above should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-

Programs or Activities Receiving Federal Financial Assistance ons of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as national origin in programs or activities receiving Federal financia ent discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may ise discrimination in providing services under such programs. Titl IX of the Education Amendments of 1972 prohibits emp on the basis of sex in educational programs or act INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibit

or activity which receives Federal financial assistance. Dis perform the essential functions of the job. directories in the U.S. Government or Federal Government section.

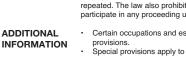
Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance. EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement EEOC-P/E-1 (Revised 11/09

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

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



may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Marian special provisions apply to wheels in American Samoa, the Commonwealth of the North Islands, and the Commonwealth of Puerto Rico.

Some state laws provide greater employee protections; employers must comply with both



employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not. Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

Some employers incorrectly classify workers as "independent contractors" when they are actually



NOTICE —

Vermont's minimum wage rate increases annually every January 1 by either 5% or the Service or Tipped Employees – "A service or tipped employee" means an employee of a percentage increase of the Consumer Price Index, CPI-U, U.S. city average, not seasonally adiusted, whichever is smaller

OVERTIME PAY At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

estrictions. Different rules apply in agricultural employment.

farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based or

per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combiner

with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is

subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast

milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view

and free from intrusion from coworkers and the public, which may be used by the employee to express

instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or

also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penaltie

repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in

school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours

MINIMUM WAGE RATE

Effective 01/01/2021 \$11.75 per hour Effective 01/01/2020 \$10.96 per hour

Effective 01/01/2019 \$10.78 per hour **BASIC WAGE RATE**

\$5.88 per hour

\$5.48 per hour

Effective 01/01/2019 \$5.39 per hour **MAXIMUM TIP CREDIT ALLOWED**

Effective 01/01/2021

Effective 01/01/2020

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

Wage and Hour Division 63 Pearl Street Burlington, Vermont 05401 Email: <u>Labor.WageHour@vermont.gov</u>

\$120.00 a month in tips for direct and personal customer service.

worked that week, the employer must make up the difference.

Telephone: (802) 951-4083 Fax: (802) 865-7655 **VERMONT**

proficiency customers. For more information please visit: dol.gov/oasam/programs/crc/ISpeakCards.pdf

hotel, motel, tourist place, or restaurant who customarily and regularly receives more than

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 work week to at least achieve the minimum wage for all hours

> **For Further Information Contact:** Vermont Department of Labor

DEPARTMENT OF LABOR Auxiliary aids and services are available upon request to individuals with disabilities. 711 (TTY/Relav Service) or 800-650-4125 TDD (Vermont Department of Labor). Interpretative services are available for limited English

✓ VERMONT

DEPARTMENT OF LABOR

NOTICE SEXUAL HARASSMENT IS ILLEGAL

and is prohibited by THE VERMONT FAIR EMPLOYMENT PRACTICES ACT (VFEPA) (Title 21, Chapter 5. Subchapter 6 of the Vermont Statutes) AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 (42 United State 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 BELOW SHOULD THUS 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

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

IT IS THE POLICY OF THIS EMPLOYER TO ENSURE A WORKPLACE FREE OF SEXUAL HARASSMEN'

FOR ALL INDIVIDUALS PERFORMING WORK OR SERVICES. EVERY SUPERVISOR IS RESPONSIBLE

(C) THE CONDUCT HAS THE PURPOSE OR EFFECT OF SUBSTANTIALLY INTERFERING WITH

FOR PROMPTLY RESPONDING TO OR REPORTING ANY COMPLAINT OR SUSPECTED ACTS OF **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

have been sexually harassed or retaliated against for complaining of sexual harassment are

encouraged to report the situation as soon as possible to:

Name and Title: _

Address and Telephone

(c) this person, who is designated to receive such complaints and reports:

Consequences for COMMITTING SEXUAL HARASSMENT may include

DISCIPLINARY ACTION, FROM A VERBAL WARNING TO DISMISSAL • DAMAGES AND OTHER

RELIEF FOR THE VICTIM CIVIL PENALTIES OF UP TO \$10,000 PER VIOLATION • CRIMINAL

EMPLOYEES OR INDIVIDUALS ENGAGED TO PERFORM WORK OR SERVICES who believe that they

The above-named individuals can also provide copies of this employer's written sexual harassment policy. THIS EMPLOYER WILL PROMPTLY INVESTIGATE AND RESPOND TO ALL REPORTS AND KNOWLEDGE OF SEXUAL HARASSMENT

You also may contact the STATE OF VERMONT ATTORNEY GENERAL'S OFFICE, 109 State Street, Montpelier. VT 05609-1001 (888-745-9195 (Toll Free VT) or 802-828-3657: ago.civilrights@vermont.gov); and/or, if you work for an employer with at least 15 employees the EQUAL EMPLOYMENT OPPORTUNITY COMMISSION, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (617-565-3196 or 1-800-669-4000); or, if you work for a Vermont State agency, the Human Rights Commission, 14-16 Baldwin Street, Montpelier, VT

05633-6301 (800-416-2010 (Toll Free VT) or 802-828-2480; human.rights@vermont.gov). **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 800-650-4152 TDD (Vermont Department of Labor).

CHILD LABOR POSTER

Children Age 14 and 15 MAY NOT work in any of the hazardous occupations above and may not work in

NON AGRICULTURAL EMPLOYMENT:

Ref.: 21 V.S.A.§ 495h.

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 of persons or property, workrooms where products are manufactured, mined or processed, or warehousing and storage.

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

Different rules apply in agricultural employment.

Examples of permitted jobs include office, grocery store, retail store, restaurant, movie theater, baseball park, amusement park, or gasoline service station. Children Age 16 - 18

Vermont Department of Labor. The following occupations have been declared hazardous (see child labor rules for additional information): **Hazardous Occupations**

manufacturing brick, tile, and related products, powerdriven circular saws, band saws, and guillotine shears, wrecking, demolition, and shipbreaking operations, roofing operations, or excavation operations. There are some exemptions for apprentice/student-learner programs in some of these hazardous occupations. A person must be at least 18 to work in any of the

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,

hazardous non-farm jobs listed above. **AGRICULTURAL EMPLOYMENT:**

any job in agriculture. A youth 14 or 15 years old can work in agriculture, on

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

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 Manufacturing and storing of explosives, driving a the farm is "small," workers under 12 years of age can motor vehicle and being an outside helper on a motor only be employed with a parent's permission and only

✓ VERMONT DEPARTMENT OF LABOR

 Operating a tractor of over 20 PTO (Power-Take-Off) horsepower, or connecting or disconnecting implements or parts to such a tractor. Operating or helping to operate Corn picker, cotton picker, grain combine, hay mower, forage harvester, hay baler, potato digger, or mobile pea viner, Feed grinder, crop dryer, forage blower, auger conveyor,

or the unloading mechanism of a non-gravity-type

Hazardous agricultural occupations include:

self-unloading wagon or trailer; or, Power post-hole digger, power post driver, or nonwalking-type rotary tiller, Trencher or earthmoving equipment; Fork lift; Potato combine; or Power-driven circular, band or Working on a farm in a yard, pen, or stall occupied by Bull, boar, or stud horse for breeding, or Sow with

suckling pigs, or cow with newborn calf with umbilical Loading, unloading, felling, bucking, or skidding timber with a butt (large end) diameter of more than

 Driving a bus, truck, or automobile when transporting passengers, or riding on a tractor as a passenger or

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Department of Labor).

Upon return from leave, a worker must be offered the job held previously or a comparable one at

Layoff: during the period of leave the employee's job would have been terminated or the

Unique Services: the worker performed unique services and hiring a permanent

employer's only available alternative to prevent substantial and grievous economic injury.

replacement during the leave, after giving the worker notice of intent to do so, was the

Exceptions: A worker is not entitled to leave under the Parental and Family Leave Act if the employer

worker would have been laid off for reasons unrelated to the leave; or

WH-4 (9/07)

VERMONT

Parental Leave, Family Leave and Short-Term **Family Leave**

can prove by clear and convincing evidence that:

equal pay, benefits, seniority, and other terms and conditions

Vermont's Parental Leave Law covers employers with 10 or more workers who work an average

entitled to leave under these laws. During any 12 month period, the worker is entitled to up to 12

child, party to a civil union, parent, spouse, or parent of the worker's spouse;

Vermont's Family Leave Law, which includes Short-Term Family Leave, covers employers with 15 or more workers who work an average of 30 hours per week over the course of a year. A worker who has worked for a covered employer for an average of 30 hours a week for a year is

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 Family Leave: for the serious illness of the worker, worker's child, stepchild, ward, foster

leave of up to 4 hours in any 30 day period (but not more than 24 hours in any 12 month period) of 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 other

appointments for professional services related to their care and well-being; to respond to a

medical emergency 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 start and end. The employer may not require notice more than 6 weeks prior to birth or adoption. If serious illness is claimed, the employer may require certification from a physician. For short-term family leave, a worker must give notice as early as possible, at least

during the leave, up to six weeks. The employer may not require the worker to do so. Use of paid eave does not extend the overall leave time to which the worker is entitled.

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 any other accrued paid leave time

This law sets a minimum standard for parental and family leave rights. It does not prevent an employer from offering a more generous leave policy and does not reduce an employer's obligation under a collective bargaining agreement or existing program that provides greater leave rights than the law requires. EMPLOYEES ARE PROTECTED FROM RETALIATION OF ANY KIND IN CONNECTION

WITH THE ENFORCEMENT OF THIS LAW. A worker aggrieved by a violation of this law may: bring a private lawsuit for injunctive relief, economic damages including prospective lost wages for a period not to exceed one year, attorney fees and court costs: (if you are not a state worker) lodge a complaint with the Office of the Attorney General

bring action in court to enforce this law. To obtain copies of this poster, call the Vermont Department of Labor at 802-951-4083 or visit our website at:

http://labor.vermont.gov/

at 828-3657, or (if you are a state worker) lodge a complaint with the Vermont Human

Rights Commission at 828-2480. These agencies may investigate your complaint and

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-14 (06/19)

NOTICE ——— **Worker's Compensation Reinstatement Rights**

VERMONT LAW REQUIRES POSTING OF THIS NOTICE

21 VSA §643b Reinstatement; seniority and benefits protected 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

> 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: www.labor.vermont.gov.

> > www.labor.vermont.gov Vermont Department of Labor P. O. Box 488

Telephone: (802) 828-2286 TDD: (800) 650-4152 Fax: (802) 828-2195

✓ VERMONT



your employer. Examples of pregnancy-

WHAT ARE THE EMPLOYER'S

DOES AN EMPLOYER HAVE **TO GRANT EVERY**

An employer may decline a reasonable

ccommodation if the accommodation

vould constitute an undue hardship. An

if it would be significantly difficult, unduly

xpensive or unworkable to put into place

ccommodation creates an undue hardship

DEPARTMENT OF LABOR www.labor.vermont.gov



Department of Labor

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act of 1964, as amended, protects

classification, referral, and other aspects of employment. Disabilit discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employmen DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED

Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, RACE, COLOR, NATIONAL ORIGIN, SEX

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 USDOL or the Commissioner of the

Once a person turns 16 years old, he or she can do

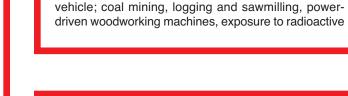
as his or her child, and only in non-hazardous jobs.

any farm, but only in non-hazardous jobs.

in non-hazardous jobs.

 Working from a ladder or scaffold at a height of over 20 feet.

Equal Opportunity is the Law The State of Vermont is an Equal



weeks of unpaid leave:

and, in addition to the leave provided in 21 V.S.A. Sec. 472, a worker is entitled to short-term family

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

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),

injury **provided** that the following conditions are met:

1. The worker recovers from the injury within two (2) years of

3. The worker had an expectation of continuing work had the

4. The worker is physically capable of performing either his or

her prior job, if available, or an alternative suitable position.

2. The worker keeps the employer informed of his or her interest in reinstatement and his or her current mailing

the onset of disability; and

injury not occurred; and

address; and

Please note that the right to reinstatement applies only to the first **available** suitable has an obligation to rehire a worker who has suffered a work related

TO REORDER CALL: 1-800-817-7678

WWW.COMPLIANCEPOSTER.COM

during the period of actual disability.

FOR FURTHER INFORMATION CONTACT: Montpelier, Vermont 05601-0488 Email: LABOR.WCComp@vermont.gov

83745 Compliance Poster Company™ 122020



WC-9 (06/17)