IT'S THE LAW!

Provide employees a workplace free from

rights under the law, including raising a

health and safety concern with you or

with OSHA, or reporting a work-related

Comply with all applicable OSHA standards.

fatalities within 8 hours, and all inpatient

hospitalizations, amputations and losses

Provide required training to all workers

in a language and vocabulary they can

Prominently display this poster in the

Post OSHA citations at or near the

place of the alleged violations.

FREE ASSISTANCE to identify and correct

hazards is available to small and medium-

through OSHA-supported consultation

programs in every state.

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

Federal Minimum Wage

\$7.25 PER HOUR BEGINNING JULY 24, 2009

on employee 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. Youths 14 and 15 years old may work

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at leas

\$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hou

The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to

express breast milk. Employers must 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

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/

certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements

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

1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd

WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

Pregnant Workers Fairness Act (PWFA)

Equal Employment Opportunity

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Ricc Some state laws provide greater employee protections; employers must comply with both.

or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties 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 or repeated. The law also prohibits retaliating against or discharging workers who

outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

sized employers, without citation or penalty,

WHAT OTHER FEDERAL EMPLOYMENT LAWS MAY APPLY TO PREGNANT WORKERS?

Other laws that apply to workers affected by pregnancy, childbirth, or related medical conditions

Title VII which prohibits employment discrimination based on sex, pregnancy, or other

protected categories (enforced by the U.S. Equal Employment Opportunity Commission

The ADA which prohibits employment discrimination based on disability (enforced by the

The Family and Medical Leave Act which provides unpaid leave for certain workers for

The PUMP Act which provides nursing mothers a time and private place to pump at work

Learn more at www.EEOC.gov/Pregnancy-Discrimination Updated 6/2

pregnancy and to bond with a new child (enforced by the U.S Department of Labor)

the nondiscrimination and affirmative action commitments of companies doing business with the

Federal contract or subcontract, you are protected under Federal law from discrimination on the

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractor

based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and

Executive Order 11246, as amended, protects applicants and employees of Federal contractors

from discrimination based on inquiring about, disclosing, or discussing their compensation or the

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with

classification, referral, and other aspects of employment by Federal contractors. Disability

disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training,

discrimination includes not making reasonable accommodation to the known physical or menta

imitations of an otherwise qualified individual with a disability who is an applicant or employee,

barring undue hardship to the employer. Section 503 also requires that Federal contractors take

affirmative action to employ and advance in employment qualified individuals with disabilities at

4212, prohibits employment discrimination against, and requires affirmative action to recruit.

employ, and advance in employment, disabled veterans, recently separated veterans (i.e., with

three years of discharge or release from active duty), active duty wartime or campaign badge

Retaliation is prohibited against a person who files a complaint of discrimination, participates in

an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these

Any person who believes a contractor has violated its nondiscrimination or affirmative action

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access

regional or district office, listed in most telephone directories under U.S. Government. Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

telecommunications relay services. OFCCP may also be contacted by submitting a question

online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of

the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color

employment discrimination on the basis of sex in educational programs or activities which

or national origin in programs or activities receiving Federal financial assistance. Employment

discrimination is covered by Title VI if the primary objective of the financial assistance is provision

providing services under such programs. Title IX of the Education Amendments of 1972 prohibits

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination

on the basis of disability in any program or activity which receives Federal financial assistance.

Discrimination is prohibited in all aspects of employment against persons with disabilities who,

If you believe you have been discriminated against in a program of any institution which receive

Federal financial assistance, you should immediately contact the Federal agency providing such

ST. JOHNSBURY

1197 Main Street Suite 1

St. Johnsbury, VT 05819

Telephone: 802-748-3177

WHITE RIVER JUNCTION 118

Prospect Street, Suit e 302

Hartford, VT 05047

Telephone: 802-295-8805

For free professional help in

finding a job, an internship or

job training opportunities, visit

a Department of Labor American

Job Center near you!

OF THE MONTH

with or without reasonable accommodation, can perform the essential functions of the job.

divetment Assistance Act of 1974 as amended 38 LLS C

uires affirmative action to ensure equality of opportunity in all aspects of employment.

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Asking About, Disclosing, or Discussing Pay

compensation of other applicants or employees.

all levels of employment, including the executive level.

veterans, or Armed Forces service medal veterans.

obligations under OFCCP's authorities should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP)

Protected Veteran Status

200 Constitution Avenue, N.W.

Race. Color. National Origin, Sex

receive Federal financial assistance.

RUTLAND

Rutland, VT 05701

Telephone: 802-786-5837

SPRINGFIELD

56 Main Street, Suite 101

Telephone: 802-885-2167

ST. ALBANS

Federal Street, Suite 100 St.

DEPARTMENT OF LABOR WWW.LABOR.VERMONT.GOV

Albans, VT 05478-2246

Telephone: 802-524-6585

Sprinafield, VT 05156-2910

200 Asa Bloomer Building

Individuals with Disabilities

Unemployment Benefits

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

Auxiliary aides and services are available upon request for individuals with disabilities. Interpretive services are also available for persons with limited English profeiency.

Payday Notice

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

PAY SCHEDULE IS

Emergency Notice

HR that powers your business

TO REORDER, CALL 1-888-488-7678 OR ORDER AT STATEANDFEDERALPOSTER.COM

HAZARDOUS MATERIAL:

MIDDLEBURY

1590 Rte. 7 South, Suite 5

Middlebury, VT 05753

Telephone: 802-388-4921

MORRISVILLE

197 Harrel Street

Morrisville, VT 05661-4491

Telephone: 802-888-4545

NEWPOR1

Emorv E. Hebard State Office Bldg.

00 Main Street, Suite 210 Newport

VT 05855

Telephone: 802-334-6545

50 Randolph Avenue

Randolph, VT 05060

Telephone: 802-476-2600

(By appointment only)

RANDOLPH

Washington, D.C. 20210

Federal Government. If you are applying for a job with, or are an employee of, a company with a

Report to OSHA all work-related

of an eye within 24 hours.

recognized hazards. It is illegal to retaliate

against an employee for using any of their

Employers must:

injury or illness.

understand.

workplace.

OSHA Job Safety and Health

All workers have the right to:

Raise a safety or health concern with

Receive information and training on

Request an OSHA inspection of your

workplace if you believe there are unsafe

or unhealthy conditions. OSHA will keep

your name confidential. You have the

right to have a representative contact

Participate (or have your representative

participate) in an OSHA inspection and

30 days (by phone, online or by mail)

if you have been retaliated against for

speak in private to the inspector.

■ File a complaint with OSHA within

See any OSHA citations issued to

Request copies of your medical

injury and illness log.

Employers subject to the

state minimum wage law are

le a complaint or participate in any proceeding under the FLSA.

The Pregnant Workers Fairness Act (PWFA) is a federal law that, starting June 27, 2023,

worker's known limitations related to pregnancy, childbirth, or related medical conditions,

requires covered employers to provide "reasonable accommodations" to a qualified

inless the accommodation will cause the employer an "undue hardship." An undue

'Reasonable accommodations" are changes to the work environment or the way things are

WHAT ARE SOME POSSIBLE ACCOMMODATIONS FOR PREGNANT WORKERS?

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that

Under the EEOC's laws, an employer may not discriminate against you, regardless of your

· Sex (including pregnancy and related conditions, sexual orientation, or gender identity)

Retaliation for filing a charge, reasonably opposing discrimination, or participating in a

What Employment Practices can be Challenged as Discriminatory?

Harassment (including unwelcome verbal or physical conduct)

Obtaining or disclosing genetic information of employees

What can You Do if You Believe Discrimination has Occurred?

Visit an EFOC field office (information at www.eeoc.gov/field-office)

BARRE

McFarland State Office Bldg. 5

Perry Street, Suite 200 Barre, VT

05641 Telephone: 802-476-2600

BENNINGTON

200 Veterans Memorial Drive

Suite 2

Bennington, VT 05201

Telephone: 802-442-6376

BRATTLEBORO

State Office Building

232 Main Street Brattleboro, VT

05301 Telephone: 802-254-4555

BURLINGTON

63 Pearl Street

Burlington, VT 05401-4331

Telephone: 802-863-7676

□ WEEKLY □ BI-WEEKLY □ SEMI-MONTHLY □ MONTHLY □

PAYCHECKS ARE ISSUED ON THE _____

HOSPITAL:

ALTERNATE:

work). You can reach the EEOC in any of the following ways:

Genetic information (including employer requests for, or purchase, use, or disclosure of genetic

Interference, coercion, or threats related to exercising rights regarding disability discrimination

• Failure to provide reasonable accommodation for a disability or a sincerely held religious belief,

Requesting or disclosing medical information of employees
Conduct that might reasonably discourage someone from opposing discrimination, filing a

or someone assisting or encouraging someone else to exercise rights, regarding disability

Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights.

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict

time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/

Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces

Additional information about the EEOC, including information about filing a charge of

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

Employees (current and former), including managers and temporary employees

rotect you from discrimination in employment. If you believe you've been discriminated against

hardship is defined as causing significant difficulty or expense.

Receiving appropriately sized uniforms and safety apparel

Taking leave or time off to recover from childbirth

Know Your Rights: Workplace Discrimination is Illegal

at work or in applying for a job, the EEOC may be able to help.

Union members and applicants for membership in a union

What Types of Employment Discrimination are Illegal?

ests, genetic services, or family medical history)

iscrimination lawsuit investigation or proceeding

Receiving additional break time to use the bathroom, eat, and rest

Being able to sit or drink water

Receiving closer parking

Having flexible hours

Who is Protected?

Staffing agencies

· Age (40 and older)

Discharge, firing, or lav-off

Pay (unequal wages or compensation)

Hiring or promotion

bservance or practice

Call 1-800-669-4000 (toll free)

1-844-234-5122 (ASL video phone)

liscrimination, is available at www.eeoc.gov.

1-800-669-6820 (TTY)

E-Mail info@eeoc.gov

Job training

Referral

Classification

Religion

What Organizations are Covered?

nmigration status, on the bases of:

State and local governments (as employers)

Educational institutions (as employers)

Job applicants

OVERTIME PAY:

ENFORCEMENT

ADDITIONAL INFORMATION:

NURSING MOTHERS (PUMP AT WORK):

ligated to pay the higher rate

at least 1½ times the regular rate of pay for all hours worked over 40 in a workweel

records, tests that measure hazards in the workplace, and the workplace

Contact OSHA. We can help.

substances in your workplace.

job hazards, including all hazardous

your employer or OSHA, or report a work-

related injury or illness, without being

A safe workplace.

retaliated against.

OSHA on your behalf.

using your rights.

your employer.

You do not have to share a medical diagnosis but must provide enough information to your

employer so they can determine whether the leave qualifies for FMLA protection. You must also

inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave. Your employer may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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 leave

rights. State employees may be subject to certain limitations in pursuit of direct lawsuits regardin

leave for their own serious health conditions. Most federal and certain congressional employees

· Continue your group health plan coverage while you are on leave on the same basis as if you

• Allow you to return to the same job, or a virtually identical job with the same pay, benefits and

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercisi

your rights under the law. For example, your employer cannot retaliate against you for requesting

After becoming aware that your need for leave is for a reason that may qualify under the FMLA,

your employer must confirm whether you are eligible or not eligible for FMLA leave. If your

employer determines that you are eligible, your employer must notify you in writing:

Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the

employer in court. Scan the QR code to learn about our WHD complaint process.

FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against you

For additional information: 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

are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel

VanT

MINIMUM WAGE

Effective 01/01/2022

ADDITIONAL INFORMATION Service or Tipped Employees: "A service or tipped employee" means an employee of a hotel, motel, touristplace, or restaurant who customarily and regularly receives more han \$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

<u>Labor.Vermont.gov/Rights-and-Wages</u>

\$6.28 per hour

eceive sufficient tips in the work week to at least achieve the minimum wage for all hours worked that week, the employer must make up the difference. 63 Pearl Street Burlington, Vermont 05401 Labor.WageHour@vermont.gov Phone: (802) 951-4083 | Fax: (802) 865-7655

Child Labor Law

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 nachinery or hoisting apparatus other than typical office machines, processing occupations, public messenger jobs, transporting of persons or property, workrooms where products are

Effective 01/01/2022

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 nonschool day or 40 hours in a non-school week. Also, work may not begin before 7 a.m. or end 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 store, restaurant, movie theater, baseball park, amusement park, or gasoline service station.

nanufactured, mined or processed, or warehousing and storage.

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 Vermont Department of Labor. The following occupations have been declared hazardous (see child labor rules for additional

Manufacturing and storing of explosives, driving a motor vehicle and being an outside nelper on a motor vehicle; coal mining, logging and sawmilling, power-driven woodworking nachines, exposure to radioactive substances, power-driven hoisting apparatus, powerdriven metal-forming, punching, and shearing machines, mining, other than coal mining, neat packing or processing (including the use of power-driven meat slicing machines), power-driven bakery machines, power-driven paper-product machines, manufacturing brick, le, and related products, power-driven circular saws, band saws, and quillotine shears wrecking, demolition, and shipbreaking operations, roofing operations, or excavation operations. There are some exemptions for apprentice/student-learner programs in some of

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

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 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. Hazardous agricultural occupations include: • Operating a tractor of over 20 PTO (Power-Take-Off) horsepower, or connecting or

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

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

disconnecting implements or parts to such a tractor.

802-828-4203 TDD (Vermont Department of Labor

forage blower, auger conveyor, or the unloading mechanism of a non gravity-type selfunloading wagon or trailer; or, Power post-hole digger, power post driver, or nonwalkingtype rotary tiller, Trencher or earthmoving equipment; Fork lift; Potato combine; or Power-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 cord present. · Loading, unloading, felling, bucking, or skidding timber with a butt (large end) diameter of Working from a ladder or scaffold at a height of over 20 feet. • Driving a bus, truck, or automobile when transporting passengers, or riding on a tractor as

· 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,

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

Employer's Liability & 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 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 • 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 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).

Protections for Victims of Crime

WHAT IS THE LAW?

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

EFFECTIVE AS OF:

Notice of Employee Rights

WHO IS AN ALLEGED VICTIM?

Employment Protections for Victims of Crime

Under the law, a "alleged victim" is a person who:
• Is alleged to have sustained; Physical, emotional, or financial injury or death

As a direct result of the commission or attempted commission of an act of delinquency In an affidavit filed by law enforcement with a prosecuting attorney of competent jurisdiction; or

The family member of an alleged victim who: is a minor, found to be incompetent, alleged to have suffered physical or emotional injury as a result; or was killed as a result of the alleged crime

• Relief from abuse hearings and neglect or exploitation hearings under when the employee is a plaintiff; or Hearings concerning an order against stalking or sexual assault. While on alleged victim leave, employees may use any accrued sick leave, vacation leave, or any other paid leave. Employees must continue to receive employment benefits while on leave and have the right to return to their same job or a comparable position upon return. VERMONT DEPARTMENT OF LABOR FOR MORE INFORMATION:

• Criminal proceedings where the employee is an alleged victim and has a legal right or obligation

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

VERMONT ATTORNEY GENERAL CIVIL RIGHTS UNIT 109 State St., Montpelier, VT 05062 888-745-9195 OR 802-828-3657 AGO.CivilRights@Vermont.gov HUMAN RIGHTS COMMISSION 14-16 Baldwin St., Montpelier, VT 05062

800-416-2010 OR 802-828-2480

Employer's Reinstatement Liability

VERMONT LAW REQUIRES POSTING OF THIS NOTICE 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 elated 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 interest in reinstatement and his or her current mailing address; and The worker had an expectation of continuing work had the injury not occurred; and l. 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: www.labor.vermont.

FOR FURTHER INFORMATION CONTACT: Vermont Department of Labor P. O. Box 488 Montpelier, Vermont 05601-0488

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. If hearing impaired, email us at labor-wccomp@state.vt.us.

Those with limited English proficiency may call 802-828-2286.

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

 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. 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

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. The Vermont Occupational Safety and Health Administration (VOSHA), in the Vermont Department of Labor, has the primary responsibility for administering the OSHAct in Vermont. To file a complaint eport 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 vorkers 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

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

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

epartment of Labor 5 Green Mountain Drive

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

Parental Family & Short-Term Leave

The employer must continue to provide all worker benefits unchanged during the leave period but Parental Leave, Family Leave and Short-Term Family Leave may require the worker to contribute to the cost at the existing rate of worker contribution. Upon return from leave, a worker must be offered the job held previously or a comparable one at

of 30 hours per week over the course of a year. /ermont'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 entitled to leave under these laws. During any 12 month period, the worker is entitled to up to 12

<u>Parental Leave:</u> 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 adoption: • Family Leave: for the serious illness of the worker, worker's child, stepchild, ward, foster child, party to a civil union, parent, spouse, or parent of the worker's spouse;

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

family leave of up to 4 hours in any 30 day period (but not more than 24 hours in any 12 month period) of unpaid leave: 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 equire certification 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 any 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

eave does not extend the overall leave time to which the worker is entitled.

NOTICE SEXUAL HARASSMENT IS ILLEGAL

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 A worker aggrieved by a violation of this law may:

To obtain copies of this poster, call the Vermont Department of Labor at 802-951-4083 or http://labor.vermont.gov/wordpress/wp-content/uploads//WH-14-Parental-Family-Leave-Poster.pdf

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).

Sexual Harassment

Examples of sexual harassment include: Under Vermont Law, sexual harassment and is illegal and is prohibited by the Unwelcome sexual advances • Suggestive or lewd remarks • Unwanted hugs,

of the Vermont Statutes) and Title VII of the Civil Rights Act of 1964 (42 United State Code Section 2000e et seg.)

Vermont Fair Employment practices act (VFEPA) (Title 21, Chapter 5, Subchapter 6

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 be understood to apply to work agreements beyond the traditional employer-employee relationship. "SEXUAL HARASSMENT" is a form of sex discrimination and means unwelcome

auditory, or visual conduct of a sexual nature when:

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

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.

performing work or services. Every supervisor is responsible for promptly responding

drawings • Unwelcome sexual jokes and banter. Consequences for committing sexual harassment may include:

touches, kisses • Requests for sexual favors • Pornographic posters, cartoons, or

harassment are encouraged to report the situation as soon as possible to one or more of the following. (a) His or her supervisor: (the head of this organization);

(c) The person who is designated to receive such complaints and reports: Name and Address and Telephone Number

The above-named individuals can also provide copies of this employer's written

The employer will promptly investigate and respond to all reports and knowledge of sexual harassment.

You may also contact the State of Vermont Attorney General's Office, 109 State

ago.civilrights@vermont.gov. If you work for an employer with at least 15 employees you may also contact the **Equal Employment Opportunity Commission**, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (617-565-3196). You may also contact the Human Rights Commission, 14-16 Baldwin Street, Montpelier, VT 05633-6301 (800-416-2010 (Toll Free VT) or 802-828-2480; <u>human.</u> rights@vermont.gov) if you work for a Vermont State Agency.

Pregnancy Accomodations

n 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. WHEN DOES IT BECOME EFFECTIVE? 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 GRANT 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. WHAT ARE THE EMPLOYEE'S RIGHTS?

ree with a pregnancy-related condition has a right to reasonable accommodations

•Time off to recover from medical conditions 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. FOR MORE INFORMATION: STATE OF VERMONT ATTORNEY GENERAL'S OFFICE:

VERMONT LAW NOW PROTECTS ALL WORKERS, NOT JUST EMPLOYEES. Effective July 1, 2018, Vermont's protections against sexual harassment extend to all

sexual advances, requests for sexual favors, and other verbal, physical, written,

(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

Sexual harassment does not need to be severe or pervasive to be unlawful.

Employers must ensure a workplace free of sexual harassment for all individuals

to or reporting any complaint or suspected acts of sexual harassment.

888-745-9195 or 802-828-3657 AGO.CivilRights@vermont.gov

HUMAN RIGHTS COMMISSION www.hrc.vermont.gov

14-16 Baldwin St., Montpelier, VT 05633

\$6.28 per hour

IRS Withholding To any of these or you owed extra tax when you filed your last return, you may need to file a

YOU MAY NEED TO CHECK YOUR WITHHOLDING Since you last filed Form W-4 with your employer did you... Marry or divorce? Gain or lose a dependent? Change your name? Were there major changes to ..

WHX

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

What is FMLA leave?: The Family and Medical Leave Act (FMLA) is a federal law that provides

eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S.

Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

• To care for your spouse, child or parent with a serious mental or physical health condition, and

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember

with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month

You have the right to use FMLA leave in one block of time. When it is medically necessary or

otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on

a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more

FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any

employer-provided paid leave if your employer's paid leave policy covers the reason for which you

You have at least 1,250 hours of service for your employer during the 12 months before your

• You work for a private employer that had at least 50 employees during at least 20 workweeks in

You work for a public agency, such as a local, state or federal government agency. Most

federal employees are covered by Title II of the FMLA, administered by the Office of Personne

Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements

ou work for a **covered employer if one** of the following applies

You work for an elementary or public or private secondary school, or

• Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

Your serious mental or physical health condition that makes you unable to work.

The birth, adoption or foster placement of a child with you,

You are an eligible employee if all of the following apply:

You have worked for your employer at least 12 months,

Am I eligible to take FMLA leave?

the current or previous calendar year,

Your nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started or Your itemized deductions? Your tax credits?

new Form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676 Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on **Employer:** Please poster or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.

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

Employers are generally prohibited from requiring or requesting 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 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 (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and quard), and of pharmaceutical manufacturers, distributors and dispensers 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 (theft,

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or 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.

WAGE AND HOUR DIVISION **UNITED STATES DEPARTMENT OF LABOR**

USERRA

• FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS • YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: • you ensure that your employer receives advance written or verbal notice of your service; • you have five years or less of cumulative service in the uniformed services while with that particular employer; • you return to work or apply for reemployment in a timely manner after conclusion of service; and • you have not been separated from service with a disqualifying discharge or under other than honorable conditions. If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a

• If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military. • Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are eemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection. The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: https://www.dol.gov/

agencies/vets/programs/userra/poster Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text







nonsmoking employees



The first step is to establish, or negotiate through collective bargaining, a smoking policy tha

either prohibits smoking in the entire workplace or restricts smoking to designated smoking

areas. A designated smoking area may be allowed indoors under certain conditions, such as

What does the Smoking in Workplace Law require an employer to do?

a large open space in a warehouse, or as noted below. The Vermont Department of Health encourages employers and employees to set smoke-free policies. For A Smoke-Free Work Place Policy: • Post a copy of the smoking policy in an obvious location. A written copy is to be provided to employees upon request. Written policies are required for employers who have at least 10 employees who work more than 15 hours a week. • Post the No Smoking sign, which are available through the Vermont Department of Health (800-439-8550).

· Consistently implement and enforce the smoking policy. For A Designated Smoking Area Policy: In addition to posting the smoking policy, the designed area will need mechanical ventilation that is vented to the exterior of the building, which prevents smoke from entering back into the general workplace. An employer may set a smoking policy that permits smoking in a designated smoking area of a large open indoor space (i.e., a warehouse). However, two conditions apply: 1. The layout of the workplace shall not allow smoke to be a physical irritation to any

2. 75% of the employees in the workplace agree to the designated smoking area. May employees smoke outside the building? Employers should avoid allowing smoking to occur outdoors, especially at public entrances. The Department of Health recommends that outdoor smoking be at least 50 feet away from the building, so that smoke does not easily or readily re-enter the building. What actions can employees take if they are exposed to smoking or there is no smoking File a complaint with the Department of Health (800-439-8550). The Department of Health will give the employer written notification of the alleged violation and ten days to come into voluntary compliance. The law prohibits an employer from discharging, disciplining or otherwise discriminating against an employee because that employee assisted in the supervision or enforcement of the workplace smoking requirements. The penalty for doing so may include court action against the employer, and a court may determine appropriate

remedies such as restraining orders, reinstatement and back pay. The following quit smoking services are available to Vermonters: free phone coaching through the Quit Line, toll-free 1-877-YES QUIT (937-7848); in-person coaching at each local hospital's Ready, Set...STOP program; or, on-line at www.VermontQuitNet.com. Additional

www.TobaccoStories.org INFORMATION: 1-800-439-8550 healthvermont.org

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

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 ransitional 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:

until January 1st, 2018.

Earned Sick Time IS THERE AN EXCEPTION FOR SMALL BUSINESSES?

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 **HOW CAN SICK TIME BE USED?**

spouse, or parent-in- 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 safety reasons. WHEN DOES ACCRUAL BEGIN?

An employee begins accruing sick leave on January 1st, 2017 or on the first day of **Healthcare Whistleblower's Protection Act**

2. You reported a medical error or improper quality of patient care by your employer to any

 You have objected or refused to participate in any activity, policy, or practice of your employer that you reasonably believe is a violation of a law or constitutes improper quality of care, or that will endanger your life; or 5. You have been involved in an investigation or hearing held by the government. You are protected by this law ONLY if: . You are employed by a hospital, or nursing home; and . You tell your employer about the problem and allow a reasonable time for it to be

3. You reported something that risks someone's health or safety:

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

WWW.LABOR.VERMONT.GOV **Safety Records**

person, entity, or public body;

Family Medical Leave Act

Generally, to request FMLA leave you must

Management or Congress

had not taken leave, and

· Follow your employer's normal policies for requesting leave,

If you are eligible for FMLA leave, your employer must:

FMLA leave or cooperating with a WHD investigation

About your FMLA rights and responsibilities, and

Allow you to take job-protected time off work for a qualifying reason

other working conditions, including shift and location, at the end of your leave.

• How much of your requested leave, if any, will be FMLA-protected leave.

Give notice at least 30 days before your need for FMLA leave, or

• If advance notice is not possible, give notice as soon as possible

embezzlement, etc.) that resulted in economic loss to the employe 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 lie detector tests. 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 to have test results disclosed to unauthorized persons.

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the REEMPLOYMENT RIGHTS

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION If you: • are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; then an

employer may not deny you: • initial employment; • reemployment; • retention in employment; • promotion; or • any benefit of employment because of this status.

• The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations. • For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra • If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. • You may also bypass the VETS process and bring a civil action against an employer for



n nearly all the common areas of indoor "places of public access." This includes any place of

pusiness that serves the public or that the public has access to use – both public and privately

owned and for profit or not-for-profit organizations. As of September 1, 2005, private clubs and

Arcades, libraries, theaters, concert halls, auditoriums, arenas, shopping malls, museums

SMOKING IN PUBLIC PLACES LAW

bars are now included under the law

agencies supported by tax dollars.

Buildings and offices

Means of transportation

Examples of public places that prohibit smoking include:

Where does the Smoking in Public Places Law not apply?

Common carrier waiting rooms, like bus stations



art galleries, sports and fitness facilities, planetariums, historical sites, barber shops, hair Restaurants, bars and cabarets Retail and grocery stores Hotels and motels, including lobbies, hallways, elevators, restaurants, restrooms, and • Buildings or facilities owned or operated by social, fraternal, or religious clubs nmon areas of nursing homes and hospitals Private schools are also included. A separate Vermont law bans all tobacco use on the grounds of public schools (title 16 VSA, section 140). The Smoking in Public Places Law also applies to publicly owned buildings and offices which include indoor places or portions of places that are owned, leased, or rented by state, county or municipal governments, or by

The Vermont Smoking in Public Places Law is comprehensive and includes all businesses • Areas of owner-operated businesses that have no employees, and which are not commonly • Workplace smoking areas designated under Vermont's "Smoking in the Workplace" law (see What does an owner, manager or employee do if a patron is smoking a cigarette? The law requires that the owner or manager ask the person to put out the cigarette.
If the person refuses then the law directs the owner, manager or employee to ask the person • If the person refuses to leave then you may call a local police officer. A member of the public can also call the police. What are the penalties for violating the Smoking in Public Places Law?

A person who is smoking in a public place, and an owner who does not take action as noted above are both subject to penalties for noncompliance, including civil court action and SMOKING IN THE WORKPLACE LAW Smoking in the Workplace law requires certain actions by every employer who operates workplace, which means an enclosed structure where employees perform services for

an employer, but which does not include a personal residence. The law addresses indoor

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

labor.vermont.gov or call 888-807-7072 Auxiliary aides and services are available upon request for individuals with disabilities Interpretive services are also available for persons with limited English proficiency. A-24 (12/19)

An employee can use sick time when the employee or employee's child, parent, grandparent,

Healthcare Whistleblower's Protection Act There is protection for Healthcare Employees Who Report or Refuse to Commit Illegal Acts* Vermont Law (Title 21, V.S.A., Sections 507 - 509) requires every hospital and nursing home post this notice. It is illegal for your employer to fire you, threaten you, retaliate against you or treat . You reported a violation of the law by your employer to any person, entity, or public

. You have good reason to believe that your employer will 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: 1. Use any available internal process, grievance procedure, or similar process available to you to maintain or restore any loss of employment rights with your employer; or Bring an action in the superior court of the county where the retaliation by your employer occurred.

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 njury and illness. 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 The employer's data is available at:

Employer Contact: For more information, contact the Vermont Department of Labor at (802) 828-2286.

MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

WHEN WILL PAID SICK TIME BE AVAILABLE TO USE?

contact: (The employer should fill in this information)

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: http://legislature.vermont.gov/statutes/section/21/005/00481 FOR MORE INFORMATION. or to report suspected violations of the Act, contact the Vermont Department of Labor at

A small business that employs five or fewer full-time employees will not be subject to the Act

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,

To report a violation, unsafe condition or practice or an illegal act in your workplace,

(Name)

FOR MORE INFORMATION CALL THE VERMONT DEPARTMENT OF LABOR | 1-802-828-0267 | TTY/Relay Service at 711 | TDD services at 1-800-650-4152 Auxiliary aides and services are available upon request for individuals with disabilities. Interpretive services are also available for persons with limited English proficiency.

Updated 10/14

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

800-416-2010 or 802-828-2480 human.rights@vermont.gov ALL RIGHTS RESERVED. COPYRIGHT BY STATE AND FEDERAL POSTER, INC.

Email: LABOR.WCComp@vermont.gov Telephone: (802) 828-2286 Fax: (802) 828-2195

and Health Administration, John F. Kennedy Federal Building, Room E-340, Boston, MA, 02203, Telephone (617) 565-9860.

VERMONT

equal pay, benefits, seniority, and other terms and conditions Exceptions: A worker is not entitled to leave under the Parental and Family Leave Act if the employer can prove by clear and convincing evidence that: • Layoff: during the period of leave the employee's job would have been terminated or the worker would have been laid off for reasons unrelated to the leave: or Unique Services: the worker performed unique services and hiring a permanent replacement luring the leave, after giving the worker notice of intent to do so, was the employer's only available alternative to prevent substantial and grievous economic injury.

• 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 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 bring action in court to enforce this law.

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 penalties. Employees or individuals engaged to perform work or services who believe that they have been sexually harassed or retaliated against for complaining of sexual

Street, Montpelier, VT 05609-1001 (888-745-9195 (Toll Free VT) or 802-828-3657;

•A private, clean space for breast feeding. •Assistance with specific duties, such as manual labor or heavy lifting

109 State Street, Montpelier, VT 05602