FED

EMPLOYEE RIGHTS

FEDERAL MINIMUM WAGE \$7.25 PER HOUR **BEGINNING JULY 24, 2009**

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

At least 1½ times the regular rate of pay for all hours worked over 40 in

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

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 least \$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 hourly

NURSING MOTHERS

wage, the employer must make up the difference. 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 hirth 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

DEPARTMENT OF LABOR UNITED STATES OF AMERICA

VT



LINITED STATES DEPARTMENT OF LABOR

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

NOTICE

MINIMUM WAGE FOR VERMONT EMPLOYERS AND WORKERS

MINIMUM WAGE RATE

Effective 01/01/22 \$12.55 per hour Effective 01/01/21 \$11.75 per hour

Effective 01/01/20

BASIC WAGE RATE (TIPPED EMPLOYEES)

Effective 01/01/22 \$6.28 per hour Effective 01/01/21 \$5.88 per hour

MAXIMUM TIP CREDIT ALLOWED

Effective 01/01/22 Effective 01/01/21 \$5.88 per hour

\$10.96 per hour

Effective 01/01/20 \$5.48 per hour

\$6.28 per hour

Effective 01/01/20 \$5.48 per hour

UNDER THE FAIR LABOR STANDARDS ACT the employee to express breast milk.

view and free from intrusion from coworkers and the public, which may be used by 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/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 file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION

Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the

Commonwealth of Puerto Rico Some state laws provide greater employee protections; employers must comply with both. 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.

REV. 07/2016

ADDITIONAL INFORMATION

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

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

VERMONT DEPARTMENT OF LABOR WAGE & HOUR DIVISION 63 Pearl Street

BURLINGTON, VERMONT 05401 Labor.WageHour@vermont.gov

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

Labor.Vermont.gov/Rights-and-Wages

VT

DEPARTMENT OF LABOR

Employment Protections for Victims of Crime

NOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

imum waae. Where federal and state rates both apply to an employee. the U.S. Department of Labor dictates that the employee is entitled to the higher minimum waae rate.

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 relating to the crime.

EFFECTIVE AS OF: July 1, 2018 WHO IS A CRIME VICTIM?

Under the law, a "crime victim" is a person who has: Obtained a relief from abuse order against a family or

household member: Obtained a court order against stalking or sexual assault; Obtained a court order against abuse of a vulnerable adult; or Sustained physical, emotional or financial injury as the direct result

law enforcement **EMPLOYEE RIGHTS** Employees who are crime victims have the right to take unpaid leave

obligation to appear at the proceeding;

Notice of Employee Rights

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 crime 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:

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 www.hrc.Vermont.gov

Criminal proceedings where the employee has a legal right or

of a crime, and is identified as a crime victim in an affidavit filed by

DEPARTMENT OF LABOR

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 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. **VERMONT DEPARTMENT OF LABOR** FOR MORE INFORMATION.

or to report suspected violations of the Act, contact the Vermont Department of Labor at 1-802-828-0267

Earned Sick Time Act

Notice of Employee Rights

WHEN DOES ACCRUAL BEGIN? An employee begins accruing sick leave on January 1st, 2017 or on the first day of employment, whichever comes later. IS THERE AN EXCEPTION FOR SMALL BUSINESSES?

A small business that employs five or fewer full-time employees 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 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

VT **Notice: Workers' Compensation Reinstatement Rights VERMONT LAW REQUIRES POSTING OF THIS NOTICE**

21 VSA §643b Reinstatement; seniority and benefits protected This law provides that an employer who regularly employs **ten or** more people (at least 10 of whom work more than 15 hours a week), has an obligation to rehire a worker who has suffered a work related injury **provided** that the following conditions are met:

the 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

The worker is physically capable of performing either his or her prior job, if available, or an alternative suitable position.

injury, including both seniority and accrued leave time. Obviously,

VT

such benefits need not accrue **during** the period of actual disability.

Reinstatement must be with all benefits earned up to the date of

available suitable job. Thus, the employer is not obligated either to create an "extra" position for a returning worker or to lay-off 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 The worker recovers from the injury within two (2) years of Division at 802-828-2286 or our website: www.labor.vermont.gov.

www.labor.vermont.gov FOR FURTHER INFORMATION CONTACT: VERMONT DEPARTMENT OF LABOR P. O. Box 488 Montpelier, Vermont 05601-0488

Please note that the right to reinstatement applies only to the first

EMAIL: LABOR.WCComp@vermont.gov Telephone: (802) 828-2286 TDD: (800) 650-4152 Fax: (802) 828-2195

VERMONT DEPARTMENT OF LABOR

REV. 06/2017

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

Vermont's Parental Leave Law covers employers with 10 or more workers who work an average of 30 hours per week over the course of a year. 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

WC-9

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 weeks of unpaid leave: 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 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 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 require

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

The employer must continue to provide all worker benefits unchanged during the leave period but may require the worker to contribute to the cost at the existing rate of worker contribution. Upon return from leave, a worker must be offered the job held previously or a comparable one at equal pay, benefits, seniority, and other terms and

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

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

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.

bring a private lawsuit for injunctive relief, economic damages including prospective lost wages for a period not to exceed one year, attorney

(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 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/wordpress/wp-content/uploads//WH-14-Parental-Family-Leave-Poster.pdf 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

A worker aggrieved by a violation of this law may:

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). REV. 06/2019

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and dispensers.

DEPARTMENT OF LABOR

FED

JNITED STATES OF AMERICA

EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT

unauthorized persons

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

ourse of employment nployers 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 her rights under the Act.

ederal, 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 ational 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

FNFORCEMENT 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 armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors

WAGE AND HOUR DIVISION

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



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

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,

embezzlement, etc.) that resulted in economic loss to the employer

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

private firms who are reasonably suspected of involvement in a workplace incident (theft,

REV. 07/2016

YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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 uniformed services.

HEALTH INSURANCE PROTECTION

REEMPLOYMENT RIGHTS You have the right to be reemployed in your civilian job if you leave that job to perform ervice in the uniformed service and:

you ensure that your employer receives advance written or verbal notice of your 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

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 rould have attained if you had not been absent due to military service or, in some cases,

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

reemployment; retention in employment

hen an employer may not deny you

initial employment:

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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

Employer Support of the Guard and Reserve • 1-800-336-4590

promotion: or

any benefit of employment

UNEMPLOYMENT INSURANCE If you have become unemployed, or your work

hours have been reduced, you may be eligible for **UNEMPLOYMENT BENEFITS**

1-877-214-3330

Vermont Department of Labor

TTY/Relay Service at 711

TDD services at 1-800-650-4152

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

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

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.

Vermont **Department of Labor**

A proud partner of the americanjobcenter network

A-24

REV. 12/2019

DEPARTMENT OF LABOR **Notice: Sexual Harassment is Illegal**

SEXUAL HARASSMENT IS ILLEGAL and is prohibited by THE VERMONT FAIR **EMPLOYMENT PRACTICES ACT** (VFFPA) (Title 21, Chapter 5, Subchapter 6 of the Vermont tatutes) **AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964** (42 United State Code Section VERMONT LAW NOW PROTECTS ALL WORKERS, NOT JUST EMPLOYEES. EFFECTIVE JULY 1, 2018, VERMONT'S PROTECTIONS AGAINST SEXUAL HARASSMENT EXTEND TO ALL

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 SEXIIAL ADVANCES REQUESTS FOR SEXIIAL FAVORS, AND OTHER VERRAL OR PHYSICAL CONDUCT OF A SEXUAL NATURE WHEN: SUBMISSION TO THAT CONDUCT IS MADE EITHER EXPLICITLY OR IMPLICITLY A

NDIVIDUALS ENGAGED "TO PERFORM WORK OR SERVICES" — EVEN IF THEY ARE NOT

EMPLOYEES" UNDER STATE OR FEDERAL LAW. REFERENCES TO "EMPLOYER." "EMPLOYEE."

TERM OR CONDITION OF EMPLOYMENT: OR 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 CONDUCT HAS THE PURPOSE OR EFFECT OF SUBSTANTIALLY INTERFERING WITH THE INDIVIDUAL'S WORK PERFORMANCE OR CREATING AN INTIMIDATING.

HOSTILE OR OFFENSIVE WORK ENVIRONMENT

IS UNLAWFUL TO RETALIATE AGAINST AN INDIVIDUAL PERFORMING WORK OR SERVICES FOR FILING A COMPLAINT OF SEXUAL HARASSMENT OR FOR COOPERATING IN AN INVESTIGATION OF SEXUAL HARASSMENT. IT IS THE POLICY OF THIS EMPLOYER TO ENSURE A WORKPLACE FREE OF SEXUAL OR ALL INDIVIDUALS PERFORMING WORK OR SERVICES. EVERY SUPERVISOR IS RESPONSIBLE FOR PROMPTLY RESPONDING TO OR REPORTING ANY COMPLAINT OR

SUSPECTED ACTS OF SEXUAL HARASSMENT. **Examples of SEXUAL HARASSMENT include:** UNWELCOME SEXUAL ADVANCES • SUGGESTIVE OR LEWD REMARKS • UNWANTED HUGS, TOUCHES, KISSES • REQUESTS FOR SEXUAL FAVORS • PORNOGRAPHIC POSTERS, CARTOONS OR DRAWINGS • UNWELCOME SEXUAL JOKES AND BANTER

NAME AND TITLE: Address and Telephone Number

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

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).

REV. 09/2018

VT

Employer's Liability and Workers' Compensation Notice to Employees

DEPARTMENT OF LABOR

, HAS COMPLIED WITH THE PROVISIONS OF TITLE 21 OF THE VERMONT STATUTES, ANNOTATED §687, BY OBTAINING WORKERS' COMPENSATION INSURANCE COVERAGE THROUGH: (Insurance Carrier)

Vorkers' Compensation benefits for lost time, medical expenses, disability or death pecause of a work-related injury are available through the above named company. An injured employee MUST immediately notify his/her employer of an injury. The employer MUST file an Employee Claim and Employer's First Report of Injury (Form 1) with the Vermont Department of Labor within 72 hours of the notice of an injury that requires medical attention or results in time lost from work. The employer must also provide a copy of the Form 1 to the injured worker and to the insurance carrier.

If the employer fails to file a First Report, an employee may file a Notice of Injury and Claim for Compensation (Form 5) with the Vermont Department of Labor within six months of the date of injury Information concerning injured worker rights and benefits is available on the department's Workers' Compensation website at http://www.labor.vermont.gov or by calling (802) 828-2286.

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)

REV. 12/2005

DEPARTMENT OF LABOR

NOTICE TO EMPLOYEES

Jnder 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, ncluding 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 not otherwise be public information. he employer's data is available at: (Location)

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 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

VT

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 non-school 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

movie theater, baseball park, amusement park, or gasoline service station. 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 information):

Manufacturing and storing of explosives, driving a motor vehicle and being

an outside helper on a motor vehicle; coal mining, logging and sawmilling,

Examples of permitted jobs include office, grocery store, retail store, restaurant,

power-driven woodworking machines, exposure to radioactive substances, power-driven hoisting apparatus, power-driven metal-forming, punching, and shearing machines, mining, other than coal mining, meat packing or processing including the use of power-driven meat slicing machines), power-driven bakery machines, power-driven paper-product machines, manufacturing brick, tile, shears, wrecking, demolition, and shipbreaking operations, roofing operations, or excavation operations. There are some exemptions for apprentice/studentearner programs in some of these hazardous occupations.

jobs listed above. Agricultural Employment Once a person turns **16 years old**, he or she can do any job in agriculture.

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

In addition to sex discrimination prohibited by Title VII of the Civil

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 reemployed, generally without any waiting periods or exclusions (e.g., preexisting condition exclusions) except for service-connected illnesses or injuries.

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 http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed

Counsel, as applicable, for representation

employer for violations of USERRA 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: http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees

You may also bypass the VETS process and bring a civil action against an

If you file a complaint with VETS and VETS is unable to resolve it, you may request

that your case he referred to the Department of Justice or the Office of Special

U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel

REV. 04/2017

Call the

To find your local Center, visit:

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 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 harassment are encouraged to report the situation as soon as possible to: ___(THE HEAD OF THIS ORGANIZATION), AND/OR (c) THIS PERSON, WHO IS DESIGNATED TO RECEIVE SUCH COMPLAINTS AND REPORTS:

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

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;

Effective Sept. 2018

Posting of Safety Records

For more information, contact the Vermont Department of Labor at (802) 828-2286. REV. 09/2014

non-hazardous jobs. A youth 12 or 13 years of age can only work in agriculture on a farm if a parent has given written permission or if a parent is working on the same farm as his or her child, and only in non-hazardous jobs. If the youth is **younger than 12**, he or she can only work in agriculture on a farm if the farm is not required to pay the Federal minimum wage. Under the FLSA, "small" farms are exempt from the minimum wage requirements, "Small" farm means any farm that did not use more than 500 "man-days" of agricultural labor in any calendar quarter (3-month period) during the preceding calendar

year. "Man-day" means any day during which an employee works at least one

with a parent's permission and only in non-hazardous jobs.

Hazardous agricultural occupations include:

with umbilical cord present

hour. If the farm is "small," workers under 12 years of age can only be employed

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

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 selfunloading 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

Loading, unloading, felling, bucking, or skidding timber with a butt

(large end) diameter of more than 6 inches. Working from a ladder or scaffold at a height of over 20 feet. Driving a bus, truck, or automobile when transporting passengers, or on a tractor as a passenger or helper. **Equal Opportunity is the Law**

The State of Vermont is an Equal Opportunity/Affirmative Action Employer.

upon request to individuals with disabilities. 711 (TTY/Relay Service) or

802-828-4203 TDD (Vermont Department of Labor).

Applications from women, individuals with disabilities, and people from diverse

cultural backgrounds are encouraged. Auxiliary aids and services are available

JAN2022

REV. 09/2007

and Labor Organizations

and labor organizations are protected under Federal law from

Title VII of the Civil Rights Act of 1964, as amended, protects

and other aspects of employment, on the basis of race, color,

applicants and employees from discrimination in hiring, promotion,

discharge, pay, fringe benefits, job training, classification, referral,

religion, sex (including pregnancy), or national origin. Religious

discrimination includes failing to reasonably accommodate an

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, job training, classification, referral, and other aspects

of employment. Disability discrimination includes not making

reasonable accommodation to the known physical or mental

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,

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

genetic information in hiring, promotion, discharge, pay, fringe

benefits, job training, classification, referral, and other aspects of

employment. GINA also restricts employers' acquisition of genetic

information and strictly limits disclosure of genetic information.

Genetic information includes information about genetic tests of

applicants, employees, or their family members; the manifestation

of diseases or disorders in family members (family medical history);

and requests for or receipt of genetic services by applicants,

employees, or their family members.

FFD

LEAVE ENTITLEMENTS

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

VT

is an applicant or employee, barring undue hardship.

employee's religious practices where the accommodation does not

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

discrimination on the following bases:

impose undue hardship.

of employment.

the same establishment.

Equal Employment Opportunity is THE LAW Private Employers, State and Local Governments,

All of these Federal laws prohibit covered entities from retaliating **Educational Institutions, Employment Agencies** against a person who files a charge of discrimination, participates

in a discrimination proceeding, or otherwise opposes an unlawful Applicants to and employees of most private employers, state and employment practice. local governments, educational institutions, employment agencies

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your

behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY

number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone 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.

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law

from discrimination on the following bases: limitations of an otherwise qualified individual with a disability who RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Executive Order 11246, as amended, prohibits job discrimination on

the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. fringe benefits, job training, classification, referral, and other aspects **INDIVIDUALS WITH DISABILITIES** 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, classification, referral, and other aspects of employment. Disability 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 employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND

The Vietnam Era Veterans' Readjustment Assistance Act of 1974

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

as amended, 38 U.S.C. 4212, prohibits job discrimination and

ARMED FORCES SERVICE MEDAL VETERANS

Federal Financial Assistance RACE, COLOR, NATIONAL ORIGIN, SEX

cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment

discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance. INDIVIDUALS WITH DISABILITIES 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

should immediately contact the Federal agency providing such

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

designated as FMLA leave

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

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 following reasons: The birth of a child or placement of a child for adoption or foster care; To bond with a child (leave must be taken within 1 year of the child's birth or placement); To care for the employee's spouse, child, or parent who has a qualifying serious health condition;

For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job; For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent. determines that the certification is incomplete, it must provide a written notice indicating what additional An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take information is required up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted,

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with

employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

equivalent pay, benefits, and other employment terms and conditions.

employees may take leave intermittently or on a reduced schedule.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

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 taking leave;* and Work at a location where the employer has at least 50 employees within 75 miles of the

*Special "hours of service" requirements apply to airline flight crew employees.

EMPLOYER RESPONSIBILITIES

private lawsuit against an employe 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.

> For additional information or to file a complaint: 1-866-4-USWAGE

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

January 1, 2018 WHAT ARE THE EMPLOYER'S OBLIGATIONS? When employees request a reasonable accommodation pertaining to pregnancy, the employer should take time

communicating with your employer. Examples of pregnancy-related accommodations include, but are not limited to:

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

reinstatement, triple wages, damages, costs and reasonable attorney's fees.

to work with the employee to fulfill the request. Ignoring a request, retaliating against, or firing the employee $\frac{1}{2}$ 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.

More breaks for the bathroom, water intake, or rest

WHEN DOES IT BECOME EFFECTIVE?

Access to a chair or stool

Time off for prenatal appointments

and health protection for workers.

A private, clean space for breast feeding.

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

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. www.labor.vermont.gov

ATTORNEY GENERAL'S OFFICE: 109 STATE STREET, MONTPELIER, VT 05602 888-745-9195 or 802-828-3657 AGO.CivilRights@vermont.gov YOU MAY ALSO CONTACT THE

REV. 11/2017

DEPARTMENT OF LABOR

Notice of Employee Rights

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

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.

- eliminated.
- The Statute provides that employees may not be discharged or discriminated against in any way for filing safety or health complaints or otherwise

The Vermont Occupational Safety and Health Administration (VOSHA), in the Vermont Department of Labor, has the primary responsibility for administering the OSH Act in Vermont. To file a complaint, report an emergency, or seek VOSHA advice or assistance call 1-800-287-2765. Under a plan approved October 1, 1973, by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), the State of Vermont

Project WorkSAFE

DEPARTMENT OF LABOR

ONLINE

5 Green Mountain Drive

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

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 awarded).

RETALIATION Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise

opposes discrimination under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the

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-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving

amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if employment, or where employment discrimination causes or may

disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program

REQUESTING LEAVE

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment 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

provide a reason for ineligibility

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, <mark>or ma</mark>y b<mark>ring</mark> a

U.S. Department of Labor • Wage and Hour Division • WH1420

Accommodations for Pregnant Employees

FOR MORE INFORMATION:

800-416-2010 or 802-828-2480 human.rights@vermont.gov

Safety and Health Protection on the Job

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.

- Your employer must post this notice in your workplace.

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 Occupational Safety and Health Act of 1970 (OSH Act), P.L. 91-596, assures safe and healthful working conditions for working men and women

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.

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 the primary objective of the financial assistance is provision of

is prohibited in all aspects of employment against persons with

of any institution which receives Federal financial assistance, you

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give $30-days' notice, an employee \ must \ notify \ the \ employer \ as \ soon \ as \ possible \ and, \ generally, \ follow \ the \ employer's$

Assistance with specific duties, such as manual labor or heavy lifting Time off to recover from medical conditions related to pregnancy or childbirth

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REV. 04/2016

HUMAN RIGHTS COMMISSION

Department of Labor

You have a right to a safe and healthy workplace.

- You or your representative may participate in the inspection.
- 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

ASSISTANCE AND INFORMATION:

TWO ways to verify poster compliance!

QR CODE Scan with phone camera:

Go to: JJKeller.com/LLPverify

Enter this code: 62934-012022

To update your labor law posters contact 800-327-6868

DEPARTMENT OF LABOR

VERMONT

62934

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

REV. 03/2014

JJKeller.com/laborlaw

EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

REV. 11/2009

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, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be

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

VERMONT DEPARTMENT OF LABOR

14-16 BALDWIN St., MONTPELIER, VT 05633

IT'S THE LAW!

Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions.

Is providing job safety and health protection for workers throughout the State. OSHA will monitor the operation of this plan to assure that continued approval is merited. Any person may make a complaint regarding Vermont's administration of this plan directly to the Occupational Safety and Health Administration, John F. Kennedy Federal Building, Room E-340, Boston, MA, 02203, Telephone (617) 565-9860.

1-800-287-2765 www.labor.vermont.gov

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