

Minimum Wage

Department of Labor
NOTICE

MINIMUM WAGE

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

MINIMUM WAGE RATE

Effective 01/01/2021	\$11.75 per hour
Effective 01/01/2020	\$10.96 per hour
Effective 01/01/2019	\$10.78 per hour

BASIC WAGE RATE

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

MAXIMUM TIP CREDIT ALLOWED

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

NOTE: 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 minimum wage. 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 wage rate.

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

Safety Records

Department of Labor
Posting of Safety Records

NOTICE TO EMPLOYEES

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

The employer's data is available at:

(Location)

Employer Contact:

(Name)

Work Telephone: _____

Email: _____

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

REV. 09/2014

Sexual Harassment

Department of Labor
Notice: Sexual Harassment is Illegal

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

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

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

- SUBMISSION TO THAT CONDUCT IS MADE EITHER EXPLICITLY OR IMPLICITLY A 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 INDIVIDUAL; OR
- THE CONDUCT HAS THE PURPOSE OR EFFECT OF SUBSTANTIALLY INTERFERING WITH THE INDIVIDUAL'S WORK PERFORMANCE OR CREATING AN INTIMIDATING, HOSTILE OR OFFENSIVE WORK ENVIRONMENT.

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

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

Examples of SEXUAL HARASSMENT include:

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

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

Effective Sept. 2018

REV. 09/2018

Child Labor

Department of Labor
Child Labor Poster

Non Agricultural Employment:

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

Children Age 14 and 15 MAY work outside school hours in various non-manufacturing, non-mining, 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 employment.

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

Children Age 16 - 18

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 the child labor rules for additional information):

Hazardous Occupations

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

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

Equal Opportunity is the Law

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

WH-4

REV. 09/2007

Reinstatement

Department of Labor

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 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
- 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 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 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

EMAIL: LABOR.WCComp@vermont.gov

TELEPHONE: (802) 828-2286

TDD: (800) 650-4152

Fax: (802) 828-2195

VERMONT DEPARTMENT OF LABOR

WC-9

REV. 06/2017

Earned Sick Time Act

Department of Labor
Earned Sick Time Act

Notice of Employee Rights

HOW IS SICK TIME EARNED?

An employee will earn one hour of earned sick time for every 52 hours of actual work, including overtime. An employee will be entitled to use up to 40 hours in 2019 and subsequent years.

HOW CAN SICK TIME BE USED?

An employee can use sick time when the employee or employee's child, parent, grandparent, spouse, or 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 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 employee 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 employees, as well as for certain seasonal and part-time employees. For a complete list, go to legislature.vermont.gov/statutes/section/21/005/00482

Vermont Department of Labor

www.labor.vermont.gov

FOR MORE INFORMATION:

STATE OF VERMONT

ATTORNEY GENERAL'S OFFICE:

109 STATE STREET, MONTPELIER, VT 05602

888-745-9195 or 802-828-3657

AGG.CivilRights@vermont.gov

HUMAN RIGHTS COMMISSION

14-16 BALDWIN ST., MONTPELIER, VT 05633

800-416-2010 or 802-828-2480

www.hrc.vermont.gov

OR REPORT SUSPECTED VIOLATIONS OF THE ACT, CONTACT THE

VERMONT DEPARTMENT OF LABOR AT 1-800-951-4083

Pregnancy Rights

Department of Labor
Accommodations for Pregnant Employees

Notice of Employee Rights

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

WHEN DOES IT BECOME EFFECTIVE?
January 1, 2018

WHAT ARE THE EMPLOYER'S OBLIGATIONS?

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

DOES AN EMPLOYER HAVE TO 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?

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

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

VERMONT DEPARTMENT OF LABOR

www.labor.vermont.gov

FOR MORE INFORMATION:

STATE OF VERMONT

ATTORNEY GENERAL'S OFFICE:

109 STATE STREET, MONTPELIER, VT 05602

888-745-9195 or 802-828-3657

AGG.CivilRights@vermont.gov

HUMAN RIGHTS COMMISSION

14-16 BALDWIN ST., MONTPELIER, VT 05633

800-416-2010 or 802-828-2480

www.hrc.vermont.gov

OR YOU MAY ALSO CONTACT THE

HUMAN RIGHTS COMMISSION

14-16 BALDWIN ST., MONTPELIER, VT 05633

800-416-2010 or 802-828-2480

www.hrc.vermont.gov

REV. 11/2017

Victims' Rights

Department of Labor
Employment Protections for Victims of Crime

Notice of Employee Rights

WHAT IS THE LAW?

Under Vermont law, crime victims are protected from harassment or other discrimination by employers based on their status as a crime victim. Employees are also 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 of a crime, and is identified as a crime victim in an affidavit filed by law enforcement.

EMPLOYEE RIGHTS

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

- Criminal proceedings, where the employee has a legal right or obligation to appear at the proceedings;
- Relief from abuse hearings and 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

www.labor.vermont.gov

FOR MORE INFORMATION:

VERMONT ATTORNEY GENERAL

CIVIL RIGHTS UNIT

109 STATE ST., MONTPELIER, VT 05602

888-745-9195 or 802-828-3657

AGG.CivilRights@Vermont.gov

HUMAN RIGHTS COMMISSION

14-16 BALDWIN ST., MONTPELIER, VT 05602

800-416-2010 or 802-828-2480

www.hrc.vermont.gov

Unemployment Ins.

UNEMPLOYMENT INSURANCE

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

UNEMPLOYMENT BENEFITS

Call the
Vermont Department of Labor

1-877-214-3330
(toll free)

TTY/Relay Service at 711

TDD services at 1-800-650-4152

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

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

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

Auxiliary aids 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

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REV. 12/2019

TWO ways to verify poster compliance!

SCAN



ENTER

JKeller.com/LLPverify
Enter: 43242-012021

To update your employment law posters contact
J. J. Keller & Associates, Inc.
JKeller.com/employmentlaw
800-327-6868