

Minimum Wage

Department of Labor

NOTICE
MINIMUM WAGE

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 service.

Basic Wage Rate: The basic wage rate is the minimum required employer contribution towards the minimum wage for service or tipped employees. If an employee does not receive sufficient tips in the 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

VERMONT
DEPARTMENT OF LABOR
Labor.Vermont.gov/Rights-and-Wages

MINIMUM WAGE RATE	
Effective 01/01/24	\$13.67 per hour
Effective 01/01/23	\$13.18 per hour
Effective 01/01/22	\$12.55 per hour

BASIC WAGE RATE (TIPPED EMPLOYEES)	
Effective 01/01/24	\$6.84 per hour
Effective 01/01/23	\$6.59 per hour
Effective 01/01/22	\$6.28 per hour

MAXIMUM TIP CREDIT ALLOWED	
Effective 01/01/24	\$6.83 per hour
Effective 01/01/23	\$6.59 per hour
Effective 01/01/22	\$6.28 per hour

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 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

Under Vermont law, sexual harassment and 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 State Code Section 2000e et seq.)

Vermont law 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 "employee," "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 sexual advances, requests for sexual favors, and other verbal, physical, written, audio, or visual conduct by an individual is used as a component of the basis for work related decisions affecting that individual, or

A. Submission to that conduct is made either explicitly or implicitly a term or condition of work, or

B. Submission to, or rejection of, such conduct by an individual is used as a component of the basis for work related decisions affecting that individual, or

C. The conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.

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

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.

Employers must 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.

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 one or more of the following:

Children Age 14 and 15 MAY NOT work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

More than 3 hours on 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 golfcourse 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 child labor laws 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, metal packing or processing (including the use of power-driven metal 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 apprentice/student-leader programs in some of these hazardous occupations.

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

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

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
Toll-free: (802) 828-2286
TDD: (800) 450-1152
Fax: (802) 828-2195

VERMONT DEPARTMENT OF LABOR

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.

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 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/21/005/00401>

VERMONT DEPARTMENT OF LABOR
www.labor.vermont.gov

REV. 11/2017

Pregnancy Rights

Department of Labor

Accommodations for Pregnant Employees
Notice of Employee 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

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 GUEST 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 EMPLOYER'S RIGHTS?

FOR MORE INFORMATION:
STATE OF VERMONT
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
HUMAN RIGHTS COMMISSION
14-16 Baldwin St., Montpelier, VT 05633
800-416-2010 or 802-828-2480
human.rights@vermont.gov
www.hrc.vermont.gov

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

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, 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 criminal offense.

EFFECTIVE AS OF:
July 1, 2022

WHO IS AN ALLEGED VICTIM?
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 a crime;
- As a direct result of the commission or attempted commission of an act of delinquency;

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

- Criminal proceedings where the employee is an alleged victim and has a legal right or obligation to appear at the proceeding;
- 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:
VERMONT ATTORNEY GENERAL
CIVIL RIGHTS UNIT
109 State St., Montpelier, VT 05602
888-745-9195 or 802-828-3657
AGO.CivilRights@vermont.gov

HUMAN RIGHTS COMMISSION
14-16 Baldwin St., Montpelier, VT 05602
800-416-2010 OR 802-828-2480
www.hrc.Vermont.gov

REV. 11/2017

Workers' Comp.

Department of Labor

Employer's Liability and Workers' Compensation Notice to Employees

THIS EMPLOYER, _____ HAS COMPLIED _____ WITH THE PROVISIONS OF TITLE 21 OF THE VERMONT STATUTES, ANNOTATED §687, BY OBTAINING WORKERS' COMPENSATION INSURANCE COVERAGE THROUGH:

(INSURANCE CARRIER)

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

- An injured employee MUST immediately notify his/her employer of an injury.
- The employer MUST file an Employee Claim and Employer's First Report of Injury (Form 1) with the Vermont Department of Labor within 72 hours of the notice of an injury that requires medical attention or results in time lost from work.

Equal Opportunity is the Law

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

WC-10

REV. 12/2005

Leave

Department of Labor

Parental Leave, Family Leave and Short-Term Family Leave

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 during the leave, after giving the worker notice of intent to do so, was the employer's only available alternative to prevent substantial and serious 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.

A worker aggrieved by a violation of this law may:

- Bring a private lawsuit for injunctive relief, economic damages including prospective lost wages for a period not to exceed one year, attorney fees and court costs;
- (if you are not a state worker)** lodge a complaint with the Office of the Attorney General 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.

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 cultural backgrounds are encouraged. Auxiliary aids and services are available upon request to individuals with disabilities. 711 (TTY/Relay Service) or 802-828-4203 TDD (Vermont Department of Labor).

WH-14

REV. 06/2019

Safety and Health Protection on the Job

Department of Labor

Safety and Health Protection on the Job

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

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

You have a right to a safe and healthy workplace. IT'S THE LAW!

- You have the right to notify your employer or VOSHA about workplace hazards. You may ask VOSHA to keep your name confidential.
- You have the right to request a VOSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace.
- You or your representative may participate in the inspection.
- You can file a complaint with VOSHA within 30 days of discrimination by your employer for making safety and health complaints or for exercising your rights under the Vermont Occupational Safety and Health Act.
- You have a right to see VOSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.
- The Statute provides that employees may not be discharged or discriminated against in any way for filing safety or health complaints or otherwise exercising their rights under the Code.
- The Statute also provides that employees who are discriminated against may bring a private action in Superior Court for appropriate relief including reinstatement, triple wages, damages, costs and reasonable attorney's fees.

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

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

Under a plan approved October 1, 1973, by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), the State of Vermont is providing job safety and health protection for workers throughout the State. OSHA will monitor the operation of this plan to assure that continued approval is merited. Any person may make a complaint regarding Vermont's administration of this plan directly to the Occupational Safety and Health Administration, John F. Kennedy Federal Building, Room E-340, Boston, MA, 02203, Telephone (617) 565-9860.

ASSISTANCE AND INFORMATION:

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

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

PROJECT WorkSAFE
DEPARTMENT 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.

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

REV. 03/2014

FOR MORE INFORMATION:
STATE OF VERMONT
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
HUMAN RIGHTS COMMISSION
14-16 Baldwin St., Montpelier, VT 05633
800-416-2010 OR 802-828-2480
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REV. 11/2017

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human.rights@vermont.gov
www.hrc.vermont.gov

REV. 11/2017

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

Vermont
Department of Labor
A proud partner of the americanjobcenter.net

REV. 12/2019



TWO ways to verify poster compliance!

QR CODE Scan with phone camera: 

OR

ONLINE Go to: JKeller.com/LLPVerify
Enter this code: 69504-012024

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

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