U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've

Conduct that coerces, intimidates, threatens, or interferes

discrimination (including accommodation) or pregnancy

What can You Do if You Believe Discrimination has Occurred?

because there are strict time limits for filing a charge of discrimination (180

or 300 days, depending on where you live/work). You can reach the EEOC in

https://publicportal.eeoc.gov/Portal/Login.aspx

EMPLOYERS HOLDING FEDERAL CONTRACTS OR

SUBCONTRACTS

Programs (OFCCP) enforces the nondiscrimination and affirmative action

by Federal contractors based on race, color, religion, sex, sexual orientation,

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

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

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

individuals with disabilities from discrimination in hiring, promotion,

aspects of employment by Federal contractors. Disability discrimination

mental limitations of an otherwise qualified individual with a disability

includes not making reasonable accommodation to the known physical or

who is an applicant or employee, barring undue hardship to the employer.

Section 503 also requires that Federal contractors take affirmative action to

The Department of Labor's Office of Federal Contract Compliance

Contact the EEOC promptly if you suspect discrimination. Do not delay,

Submit an inquiry through the EEOC's public portal:

1-800-669-4000 (toll free)

www.eeoc.gov/field-office)

Additional information about the EEOC, including

information about filing a charge of discrimination, is

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

an EEOC field office (information at

1-800-669-6820 (TTY)

any of the following ways

available at www.eeoc.gov.

discrimination on the following bases:

equality of opportunity in all aspects of employment

Asking About, Disclosing, or Discussing Pay

Identity, National Origin

employees

Disability

with someone exercising their rights, or someone assisting or

encouraging someone else to exercise rights, regarding disability

Since 1953

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

ENFORCEMENT

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 11/2 times the regular rate of pay for all hours worked over 40 in a workweek.

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, nonmining, 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 wage, the employer must make

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

DEPARTMENT OF LABOR UNITED STATES OF AMERICA

FED

OVERTIME PAY

Effective 01/01/23

Effective 01/01/23

WAGE AND HOUR DIVISION

1-866-487-9243

Service or Tipped Employees: "A service or tipped

employee" means an employee of a hotel, motel, tourist place,

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

or restaurant who customarily and regularly receives more

Basic Wage Rate: The basic wage rate is the minimum

for service or tipped employees. If an employee does not

required employer contribution towards the minimum wage

receive sufficient tips in the work week to at least achieve the

minimum wage for all hours worked that week, the employer

VERMONT DEPARTMENT OF LABOR - WAGE & HOUR

63 Pearl Street Burlington, Vermont 05401

WH1088

DEPARTMENT OF LABOR NOTICE

MINIMUM WAGE FOR VERMONT EMPLOYERS AND WORKERS ADDITIONAL INFORMATION

\$13.18 per hour

\$6.59 per hour

MINIMUM WAGE RATE **Effective 01/01/25** \$14.01 per hour Effective 01/01/24 \$13.67 per hour

BASIC WAGE RATE (TIPPED EMPLOYEES) Effective 01/01/25 \$7.01 per hour

Effective 01/01/24 \$6.84 per hour Effective 01/01/23 \$6.59 per hour **MAXIMUM TIP CREDIT ALLOWED**

Effective 01/01/25 \$7.00 per hour Effective 01/01/24 \$6.83 per hour

Labor.WageHour@vermont.gov PHONE: (802) 951-4083 Fax: (802) 865-7655

must make up the difference.

VERMONT

Labor.Vermont.gov/Rights-and-Wages

EMPLOYEE RIGHTS

has a legal right or obligation to appear at the proceeding;

under when the employee is a plaintiff; or

same job or a comparable position upon return

Criminal proceedings where the employee is an alleged victim and

Relief from abuse hearings and neglect or exploitation hearings

Hearings concerning an order against stalking or sexual assault.

While on alleged victim leave, employees may use any accrued sick leave,

employment benefits while on leave and have the right to return to their

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

WHEN DOES ACCRUAL BEGIN?

IS THERE AN EXCEPTION FOR SMALL BUSINESSES?

A small business that employs five or fewer full-time employees will not be

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

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 LARGE

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

REV. 06/2017

employee in order to comply with this law.

An employee begins accruing sick leave on January 1st, 2017 or on the first

day of employment, whichever comes later.

subject to the Act until January 1st, 2018

vacation leave, or any other paid leave. Employees must continue to receive

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

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

mum 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.

DEPARTMENT OF LABOR Employment Protections for Victims of Crime Notice of Employee Rights

DEPARTMENT OF LABOR

Earned Sick Time Act

Notice of Employee Rights

DEPARTMENT OF LABOR

Notice: Workers' Compensation Reinstatement Rights

VERMONT LAW REQUIRES POSTING OF THIS NOTICE

WC-9

DEPARTMENT OF LABOR

Parental Leave, Family Leave and Short-Term Family Leave

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

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.

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

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

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

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

The worker must give reasonable written notice of intent to take **family** or **parental** leave, including the anticipated dates the leave will start

be taken unless waiting seven days could have a significant adverse impact on the employee's family member.

require the worker to do so. Use of paid leave does not extend the overall leave time to which the worker is entitled.

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

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

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

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

notice of intent to do so, was the employer's **only** available alternative to prevent substantial and grievous economic injury.

generous leave policy and does not reduce an employer's obligation under a collective bargaining agreement or existing program

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)

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

lodge a complaint with the Vermont Human Rights Commission at 828-2480. These agencies may investigate your complaint and bring action

This law sets a minimum standard for parental and family leave rights. It does not prevent an employer from offering a more

Unique Services: the worker performed unique services and hiring a permanent replacement during the leave, after giving the worker

respond to a medical emergency involving the employee's child, stepchild, foster child or ward who lives with the worker or the employee's

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

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

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.

unpaid leave to attend certain legal proceedings relating to a relevant crime. **EFFECTIVE AS OF:** July 1, 2022 WHO IS AN ALLEGED VICTIM?

Employers are also required to provide alleged victims with job-protected,

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

As a direct result of the commission or attempted commission of an 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 or act of

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

HOW CAN SICK TIME BE USED?

parent, grandparent, spouse, or parent-in-law is sick or injured. This includes

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

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

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

21 VSA §643b Reinstatement; seniority and benefits protected

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

the onset of disability: and

injury not occurred; and

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

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

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

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.

month period, the worker is entitled to up to 12 weeks of unpaid leave:

younger with the worker for the purpose of adoption;

not more than 24 hours in any 12 month period) of unpaid leave:

that provides greater leave rights than the law requires.

A worker aggrieved by a violation of this law may:

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

Equal Opportunity is the Law

parent, spouse or parent-in-law.

the existing rate of worker contribution.

member is located is closed for public health or safety reasons.

40 hours in 2019 and subsequent years.

VT

VT

per week over the course of a year.

FED

DEPARTMENT OF LABOR

UNITED STATES OF AMERICA

EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT

using lie detector tests either for pre-employment screening or during the ployers are generally prohibited from requiring or requesting any employee or job

The Employee Polygraph Protection Act prohibits most private employers from

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 ther rights under the Act.

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 rmored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and

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

test, and the right not to have test results disclosed to unauthorized person 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

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

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

bargaining agreement which is more restrictive with respect to lie detector tests

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

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

FEDERAL

HEALTH INSURANCE PROTECTION

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

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.,

pre-existing condition exclusions) except for service-connected illnesses or

The U.S. Department of Labor, Veterans Employment and Training Service (VETS)

https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can

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

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

be viewed at https://webapps.dol.gov/elaws/vets/userra.

Counsel, as applicable, for representation

employer for violations of USERRA.

dependents for up to 24 months while in the military.

YOUR RIGHTS UNDER USERRA

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.

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

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

the uniformed service: uniformed service: have applied for membership in the uniformed service; or hen an employer may not deny you initial employment: reemployment;

In addition, an employer may not retaliate against anyone assisting in the enforcement of

U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel Employer Support of the Guard and Reserve • 1-800-336-4590

VT

UNEMPLOYMENT INSURANCE

hours have been reduced, you may be eligible for

UNEMPLOYMENT BENEFITS Call the

> **Vermont Department of Labor** 1-877-214-3330

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

Department of Labor

A proud partner of the americanjobcenter network A-24

REV. 12/2019

DEPARTMENT OF LABOR Notice: Sexual Harassment is Illegal Under Vermont Law, sexual harassment and is illegal and is prohibited by **the Vermont**

more of the following

Address and Telephone Number

Fair Employment practices act (VFEPA) (Title 21, Chapter 5, Subchapter 6 of the ermont Statutes) and Title VII of the Civil Rights Act of 1964 (42 United State Code Section 2000e et sea.) ermont law protects all workers not just employees. Effective July 1, 2018, /ermont'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 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, auditory, or visual onduct of a sexual nature wher

Submission to that conduct is made either explicitly or implicitly a term or WHEN WILL PAID SICK TIME BE AVAILABLE TO USE? condition of work, or An employer may elect to allow the use of earned sick time as it accrues, or Submission to, or rejection of, such conduct by an individual is used as a may impose a waiting period of up to one year after January 1st, 2017 or the component of the basis for work related decisions affecting that individual, or first day of employment, whichever comes later. The conduct has the purpose or effect of substantially interfering with the ARE ALL EMPLOYEES ENTITLED TO SICK TIME?

individual's work performance or creating an intimidating, hostile, or offensive Not all employees are subject to the protections of the Act. There are limited exemptions for certain types of employment, as well as for Sexual harassment does not need to be severe or pervasive to be unlawful. certain seasonal and part time employees. For a complete list, go to: t is unlawful to retaliate against an individual performing work or services for filing http://legislature.vermont.gov/statutes/section/21/005/00481 complaint of sexual harassment or for cooperating in an investigation of sexual

> 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 eporting any complaint or suspected acts of sexual harassment Examples of sexual harassment include:

Jnwelcome sexual advances • Suggestive or lewd remarks • Unwanted hugs, touches, kisses • Requests for sexual favors • Pornographic posters, cartoons, or drawings • Unwelcome sexual jokes and banter.

05633-6301 (800-416-2010 (Toll Free VT) or 802-828-24

VT

DEPARTMENT OF LABOR **Employer's Liability and Workers' Compensation** Notice to Employees

, HAS COMPLIED WITH

THE PROVISIONS OF TITLE 21 OF THE VERMONT STATUTES, ANNOTATED §687, BY OBTAINING WORKERS' COMPENSATION INSURANCE COVERAGE THROUGH:

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

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)

to the insurance carrier.

VT

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:

DEPARTMENT OF LABOR

Posting of Safety Records

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

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.

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

Children Age 14 and 15 MAY work outside school hours in various

non-manufacturing, non-mining, non-hazardous jobs under the following

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

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

machines, power-driven paper-product machines, manufacturing brick, tile,

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

FED

been discriminated against at work or in applying for a job, the EEOC may be able to help. Who is Protected? Employees (current and former), including managers and

temporary employees Job applicants Union members and applicants for membership in a union What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of: Color

National origin

conditions, sexual orientation, or gender identity) Age (40 and older) Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family

Sex (including pregnancy, childbirth, and related medical

Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding Interference, coercion, or threats related to exercising rights

regarding disability discrimination or pregnancy accommodation What Organizations are Covered?

Most private employers State and local governments (as employers)

medical history)

Educational institutions (as employers) Staffing agencies What Employment Practices can be Challenged as

Discriminatory? All aspects of employment, including: Discharge, firing, or lay-off

Harassment (including unwelcome verbal or physical conduct)

Hiring or promotion Assignment Pay (unequal wages or compensation)

Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely held religious belief, observance or practice Benefits

Job training Classification

that your case be referred to the Department of Justice or the Office of Special Obtaining or disclosing genetic information of employees You may also bypass the VETS process and bring a civil action against an Requesting or disclosing medical information of employees Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation

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 of this notice where they customarily place notices for

REV. 05/2022

REV. 02/2022

FFD

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)

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for: The birth, adoption or foster placement of a child with you, Your serious mental or physical health condition that makes you unable to work,

To care for your spouse, child or parent with a serious mental or physical health condition, and Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a

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 period to care for the 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 information 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 need FMLA leave.

Am I eligible to take FMLA leave? You are an **eligible employee** if **all** of the following apply: You work for a covered employer,

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

You have worked for your employer at least 12 months, You have at least 1,250 hours of service for your employer during the 12 months before your leave, and Your employer has at least 50 employees within 75 miles of your work location. Airline flight crew employees have different "hours of service" requirements.

You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year. You work for an elementary or public or private secondary school, or You work for a public agency, such as a local, state or federal government agency. Most federal

imployees are covered by Title II of the FMLA, administered by the Office of Personnel Management. How do I request FMLA leave? Generally, to request FMLA leave you must:

Follow your employer's normal policies for requesting 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

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

functions of the iob.

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 regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

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

Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

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**: About your FMLA rights and responsibilities, and

Where can I find more information? Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint process.

WAGE AND HOUR DIVISION

UNITED STATES DEPARTMENT OF LABOR

Assistance with specific duties, such as manual labor or heavy lifting

accommodations by communicating with your employer.

Time off to recover from medical conditions related to pregnancy or childbirth

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

SCAN ME

WH1420

VT

January 1, 2018

WHAT ARE THE EMPLOYER'S OBLIGATIONS?

A private, clean space for breast feeding

DEPARTMENT OF LABOR **Accommodations for Pregnant Employees Notice of Employee Rights**

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?

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 WHAT ARE THE EMPLOYEE'S RIGHTS?

If you feel you need reasonable accommodations to perform your job, you must request the accommodation by More breaks for the bathroom, water intake, or rest Access to a chair or stool

communicating with your employer. Examples of pregnancy-related accommodations include, but are not limited to: Time off for prenatal appointments

VERMONT DEPARTMENT OF LABOR www.labor.vermont.gov FOR MORE INFORMATION: ATTORNEY GENERAL'S OFFICE: 109 STATE STREET, MONTPELIER, VT 05602 888-745-9195 or 802-828-3657

If you feel you need reasonable accommodations to perform the essential functions of your job, you must request the

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

REV. 11/2017

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 or your representative may participate in the inspection.

You have the right to request a VOSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace.

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 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.

The plan provides that employers and employees may request free voluntary compliance consultative or training assistance, which is provided by

PROJECT WORKSAFE

DEPARTMENT OF LABOR

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

5 Green Mountain Drive **P.O.** Box 488 Montpelier, Vermont 05601-0488 TELEPHONE (888) SAFE-YES

TWO ways to verify poster compliance!

QR CODE Scan with phone camera:

Toll-free at 1-888-723-3937.



DEPARTMENT OF LABOR

REV. 03/2014

VERMONT

To update your labor law posters contact J. J. Keller & Associates, Inc. JJKeller.com/laborlaw 800-327-6868 FED-VT-ENG JAN2025 65894F

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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

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 ADDITIONAL INFORMATION

> 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 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"

than a bathroom, that is shielded from view and free from intrusion from coworkers and

iquidated damages in instances of minimum wage, overtime, and other violations. The

Department may litigate and/or recommend criminal prosecution. Employers may be

wage or overtime pay provisions of the law. Civil money penalties may also be assessed

assessed civil money penalties for each willful or repeated violation of the minimum

the public, which may be used by the employee to express breast milk.

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

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. with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

when they are actually employees under the FLSA. It is important to know the

Certain full-time students, student learners, apprentices, and workers

REV. 04/2023

FED THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

REEMPLOYMENT RIGHTS 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

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION are obligated to serve in the are a past or present member of

promotion: or any benefit of employment retention in employment because of this status

USERRA rights, including testifying or making a statement in connection with a proceeding

If you have become unemployed, or your work

Vermont

Consequences for committing sexual harassment may include: Disciplinary action • From a verbal warning to dismissal • Damages and other relief for the victim civil penalties of up to \$10,000 per violation • Criminal Employees or individuals engaged to perform work or services who believe that

(A) HIS OR HER SUPERVISOR (THE HEAD OF THIS ORGANIZATION); (c) THE PERSON WHO IS DESIGNATED TO RECEIVE SUCH COMPLAINTS AND REPORTS:

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

The above-named individuals can also provide copies of this employer's written sexual harassment policy 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 Street, Montpelier, VT 05609-1001 (888-745-9195 (Toll Free VT) or 802-828-3657; 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

human.rights@vermont.gov) if you work for a Vermont State Agency. Effective July 1, 2023

REV. 07/01/2023

If the employer fails to file a First Report, an employee may file a Notice of Injury

REV. 12/2005

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

Hazardous agricultural occupations include: 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 convevor, or the unloading mechanism of a non-gravity-type self-

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.

REV. 09/2007

REV. 09/2014

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 vear. "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.

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

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).

Go to: JJKeller.com/LLPverify ONLINE Enter this code: 69502-012025

employ and advance in employment qualified individuals with disabilities at

all levels of employment, including the executive level.

Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled

veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans. Retaliation 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 Federal laws. Any person who believes a contractor has violated its nondiscrimination immediately:

or affirmative action obligations under OFCCP's authorities should contact 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) If you are deaf, hard of hearing, or have a speech disability, please dial

7–1–1 to access 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 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/ofccp/contact.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL commitments of companies doing business with the Federal Government. FINANCIAL ASSISTANCE If you are applying for a job with, or are an employee of, a company with a Race, Color, National Origin, Sex Federal contract or subcontract, you are protected under Federal law from 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 Race, Color, Religion, Sex, Sexual Orientation, Gender discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination Executive Order 11246, as amended, prohibits employment discrimination is covered by Title VI if the primary objective of the financial assistance is

gender identity, or national origin, and requires affirmative action to ensure may 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** Federal contractors from discrimination based on inquiring about, disclosing Section 504 of the Rehabilitation Act of 1973, as amended, prohibits or discussing their compensation or the compensation of other applicants or 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, with or without reasonable accommodation, can perform the essential

provision of employment, or where employment discrimination causes or

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

REV. 06/27/2023

YOUR EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

What does my employer need to do? If you are eligible for FMLA leave, your **employer must**

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating

> DEPARTMENT OF LABOR **UNITED STATES OF AMERICA**

> > REV. 04/2023

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.

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.

non-enforcement Project WorkSAFE personnel.

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

This poster is in compliance with federal and state posting requirements.

REV. 06/2019