FED

Who is Protected?

Color

National origin

Age (40 and older)

medical history)

What Organizations are Covered?

State and local governments (as employers)

What Employment Practices can be Challenged as

Harassment (including unwelcome verbal or physical conduct)

Failure to provide reasonable accommodation for a disability;

Obtaining or disclosing genetic information of employees

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 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)

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

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

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

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

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

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

imployees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

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

you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working

injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the

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

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

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

paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

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

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

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

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

less hours each day or week. Read Fact Sheet #28M(c) for more information

You have worked for your employer at least 12 months,

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

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

current or previous calendar year.

How do I request FMLA leave?

Generally, to request FMLA leave you must:

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply: You work for a covered employer,

pregnancy, childbirth, or related medical condition; or a sincerely

Educational institutions (as employers)

Most private employers

Staffing agencies

All aspects of employment, including:

Hiring or promotion

Assignment

Benefits

FFD

Job training

Classification

Discharge, firing, or lay-off

Pay (unequal wages or compensation)

held religious belief, observance or practice

Discriminatory?

proceeding

temporary employees

Job applicants

Employees (current and former), including managers and

Union members and applicants for membership in a union

What Types of Employment Discrimination are Illegal?

Sex (including pregnancy, childbirth, and related medical

Genetic information (including employer requests for, or purchase,

Retaliation for filing a charge, reasonably opposing discrimination,

use, or disclosure of genetic tests, genetic services, or family

or participating in a discrimination lawsuit, investigation, or

Interference, coercion, or threats related to exercising rights

regarding disability discrimination or pregnancy accommodation

conditions, sexual orientation, or gender identity)

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

regardless of your immigration status, on the bases of:

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

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

commitments of companies doing business with the Federal Government.

Federal contract or subcontract, you are protected under Federal law from

Race, Color, Religion, Sex, Sexual Orientation, Gender

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

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

E-Mail

with someone exercising their rights, or someone assisting or

encouraging someone else to exercise rights, regarding disability

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

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

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. **OVERTIME PAY**

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 her nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than

DEPARTMENT OF LABOR

Effective 01/01/24

Effective 01/01/23

FED

WAGE AND HOUR DIVISION UNITED STATES OF AMERICA

a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk. **ENFORCEMENT** The Department has authority to recover back wages and an equal amount in

iquidated 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

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

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.

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

1-866-487-9243

comply with both.



REV. 04/2023

DEPARTMENT OF LABOR NOTICE

FOR VERMONT EMPLOYERS AND WORKERS

\$13.67 per hour

\$6.59 per hour

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

Effective 01/01/23 \$13.18 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

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

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 -

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

EMPLOYEE RIGHTS

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

under when the employee is a plaintiff; or

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?

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,

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

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 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

employee in order to comply with this law.

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

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

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

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. THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

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

Act until January 1st, 2018.

WHAT IS THE LAW? Under Vermont law, alleged victims are protected from harassment or other Employees who are alleged victims have the right to take unpaid leave to 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 act of delinguency;
- In an affidavit filed by law enforcement with a prosecuting attorney of competent jurisdiction; or
- 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

same job or a comparable position upon return

- The family member of an alleged victim who: is a minor, found to be

HOW IS SICK TIME EARNED?

HOW CAN SICK TIME BE USED?

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

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

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.

VT

VT

Covered Employers

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

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

care, or to address the effects of domestic violence, sexual assault or stalking. An

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DEPARTMENT OF LABOR

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INITED STATES OF AMERICA

LAWS

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either

painst an employee or prospective employee for refusing to take a test or for exercising other rights under the Act. **EXEMPTIONS** Federal. State and local governments are not affected by the law. Also, the law does not

ector, subject to restrictions, to certain prospective employees of security service firms

WAGE AND HOUR DIVISION

1-866-487-9243

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.

REEMPLOYMENT RIGHTS You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and: you ensure that your employer receives advance written or verbal notice of your

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

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

are a past or present member of the uniformed service: have applied for membership in the uniformed service; or hen an employer may not deny you promotion: or initial employment: reemployment:

retention in employment

because of this status 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

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

are obligated to serve in the

any benefit of employment

uniformed service:

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

VT

hours have been reduced, you may be eligible for

Call the

Vermont Department of Labor

For Telecommunications Relay Service: Dial 711

For free professional help in finding a job, an internship or job training opportunities,

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.

VERMONT DEPARTMENT OF LABOR

A proud partner of the americanjobcenter network

REV. 05/2025

A-24

DEPARTMENT OF LABOR Notice: Sexual Harassment is Illegal

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 condition of work, 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 exual harassment does not need to be severe or pervasive to be unlawful. t is unlawful to retaliate against an individual performing work or services for filing 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 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 hanter

Under Vermont Law, sexual harassment and is illegal and is prohibited by the 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 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 (A) HIS OR HER SUPERVISOR

NAME AND TITLE: Address and Telephone Number 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 Ruilding, 475 Government Center, Boston, MA 02203 (617-565-3196), You may also contact the **Human Rights Commission**, 14-16 Baldwin Street, Montpelier, VT 05633-6301 (800-416-2010 (Toll Free VT) or 802-828-2480; <u>human.rights@vermont.gov</u>) if you work for a Vermont State Agency.

REV. 07/01/2023

VT

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

, HAS COMPLIED WITH

DEPARTMENT OF LABOR

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

The employer must also provide a copy of the Form 1 to the injured worker and

NOTICE TO EMPLOYEES

ncluding workplace injury and illness. The employer's data shall be available for review

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,

by any employee and by the Commissioner of Labor, but this information shall not

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.

to the insurance carrier.

otherwise be public information.

(Location)

VT

he employer's data is available at:

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 **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)

REV. 12/2005

REV. 09/2014

REV. 06/2017

Vermont's Expanded Unpaid Family & Parental Leave Vermont has expanded access to unpaid leave under the Parental and Family Leave Act (21 V.S.A. §§ 471–472a). This update broadens eligibility, leave types, and covered employers.

DEPARTMENT OF LABOR

Parental, Bereavement, Safe, and Qualifying Exigency Leave: Required for employers with 10+ employees working 30 hours per week Family Leave: Required for employers with 15+ employees who work 30+ hours per week

Parental, Bereavement, Family, and Qualifying Exigency Leave: Employees who work 30+ hours per

Safe Leave: Employees that work 20+ hours per week for at least six months Who is a "Family Member"?

A child, parent, grandparent, grandchild, sibling, spouse, civil union or domestic partner **Employer Rights & Duties** May ask an employee for documentation establishing the family relationship and for the need for

Must provide unchanged worker benefits during leave Must offer previous job or comparable job at equal pay, benefits, and seniority at leave's end

Must provide reasonable leave notice

May use accrued paid leave or short-term disability leave May sue to enforce or recover damages for violations State employees may lodge a complaint with the Human Rights Commission

Non-state employees may lodge a complaint with the Attorney General **Types of Leave** Miscarriage or childbirth recovery, to care for or bond with a biological, foster, or adopted child

medical care, recovery, safety planning, relocation, or meeting with a law enforcement Death of a family member or settling of an estate; two weeks (10 workdays) of leave (and no more than 5 consecutive) within one year of the death

Victim of domestic violence, stalking, or sexual assault of themselves or a family member for

Personal health conditions or those of a family member **Qualifying Exigency** Active-duty military deployment, return, and other related activities for themselves or a family

within the first year of birth or placement

member (full list can be found at 29 C.F.R. § 825.126) Activities for family members including: certain preschool and school activities, routine medical and dental appointments, care and well-being professional services appointments, and medical

For more information, visit <u>labor.vermont.gov</u>

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REV. 07/01/2025

EMPLOYEE RIGHTS

(armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, PROHIBITIONS The law does not preempt any provision of any State or local law or any collective Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating

apply to tests given by the Federal Government to certain private individuals engaged in The Act permits polygraph (a kind of lie detector) tests to be administered in the private

bargaining agreement which is more restrictive with respect to lie detector tests. **EXAMINEE RIGHTS** 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

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

test, and the right not to have test results disclosed to unauthorized persons 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 LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

REV. 02/2022

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

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

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

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 would have attained if you had not been absent due to military service or, in some cases, USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra. If you file a complaint with VETS and VETS is unable to resolve it, you may request

> Counsel, as applicable, for representation You may also bypass the VETS process and bring a civil action against an 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: https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires

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

employers to notify employees of their rights under USERRA, and employers may meet thi requirement by displaying the text of this notice where they customarily place notices for

REV. 05/2022

UNEMPLOYMENT INSURANCE If you have become unemployed, or your work

UNEMPLOYMENT BENEFITS

1-877-214-3330

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.

visit a Department of Labor Career Resource Center near you.

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 lf you feel you need reasonable accommodations to perform the essential functions of your job, you must request the 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 More breaks for the bathroom, water intake, or rest Access to a chair or stoo

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

Time off for prenatal appointment · A private, clean space for breast feeding.

AGO.CivilRights@vermont.gov YOU MAY ALSO CONTACT THE **HUMAN RIGHTS COMMISSION**

VERMONT DEPARTMENT OF LABOR

14-16 BALDWIN St., MONTPELIER, VT 05633 800-416-2010 or 802-828-2480 human.rights@vermont.gov www.hrc.vermont.gov

Department of Labor

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 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.
- 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.
- 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.

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

non-enforcement Project WorkSAFE personnel.

1-800-287-2765

www.labor.vermont.gov

Project WorkSAFE

DEPARTMENT OF LABOR 5 Green Mountain Drive **P.O.** Box 488 Montpelier, Vermont 05601-0488

QR CODE Scan with phone camera:

ONLINE



800-327-6868 JUL2025 65894F 62934

VERMONT

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 A youth 12 or 13 years of age can only work in agriculture on a farm if a parent or repair jobs, driving a motor vehicle or helping a driver, manufacturing and has given written permission or if a parent is working on the same farm as his or nining occupations, power-driven machinery or hoisting apparatus other her child, and only in non-hazardous jobs. 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 non-manufacturing, non-mining, non-hazardous jobs under the following 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

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

movie theater, baseball park, amusement park, or gasoline service station.

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,

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

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

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

earner programs in some of these hazardous occupations.

jobs listed above.

Agricultural Employment

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 ules for additional information):

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, related products, power-driven circular saws, band saws, and guilloting shears, wrecking, demolition, and shipbreaking operations, roofing operations, or excavation operations. There are some exemptions for apprentice/student-

Posting of Safety Records

DEPARTMENT OF LABOR Child Labor Poster A youth **14 or 15 years old** can work in agriculture, on any farm, but only in non-hazardous jobs.

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

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

or mobile pea viner, Feed grinder, crop dryer, forage blower, auger convevor, 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

with umbilical cord present

(large end) diameter of more than 6 inches.

horse for breeding, or Sow with suckling pigs, or cow with newborn calf

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

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,

Driving a bus, truck, or automobile when transporting passengers, or riding on a tractor as a passenger or helper. **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

Working from a ladder or scaffold at a height of over 20 feet.

upon request to individuals with disabilities. 711 (TTY/Relay Service) or 802-828-4203 TDD (Vermont Department of Labor). REV. 09/2007

cultural backgrounds are encouraged. Auxiliary aids and services are available

TWO ways to verify poster compliance!

Go to: JJKeller.com/LLPverify

Enter this code: 69502-072025

JJKeller.com/laborlaw

FED-VT-ENG

who, with or without reasonable accommodation, can perform the essential functions of the iob. discharge, pay, fringe benefits, job training, classification, referral, and other 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

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

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

Continue your group health plan coverage while you are on leave on the same basis as if you had not

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

can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA**

Your **employer may request certification** from a health care provider to verify medical leave and may request

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or

leave was previously taken or approved for the same reason when requesting additional leave.

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

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. DEPARTMENT OF LABOR

UNITED STATES OF AMERICA

WAGE AND HOUR DIVISION

UNITED STATES DEPARTMENT OF LABOR

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

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

taken leave, and

eligible, your **employer must notify you in writing**:

About your FMLA rights and responsibilities, and

REV. 04/2023

DEPARTMENT OF LABOR **Accommodations for Pregnant Employees Notice of Employee Rights** Assistance with specific duties, such as manual labor or heavy lifting

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

accommodations by communicating with your employer.

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

REV. 11/2017

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 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.

Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or

The Statute also provides that employees who are discriminated against may bring a private action in Superior Court for appropriate relief Including

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.

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

TELEPHONE (888) SAFE-YES Toll-free at 1-888-723-3937.

> To update your labor law posters contact J. J. Keller & Associates, Inc.

REV. 03/2014

DEPARTMENT OF LABOR

Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended,

employ and advance in employment qualified individuals with disabilities at

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.

all levels of employment, including the executive level.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities 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)

at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or

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

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 FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, provision of employment, or where employment discrimination causes or 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. Executive Order 11246, as amended, protects applicants and employees of **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