

EARNED SICK TIME Vermont's Earned Sick Time Act Notice of Employee Rights HOW IS SICK TIME EARNED? WHEN DOES ACCRUAL BEGIN? An employee begins accruing sick An employee will earn one hour of leave on January 1st, 2017 or on the first day of employment, whichever earned sick time for every 52 hours of actual work, including overtime. An comes later employee will be entitled to use up to 40 hours in 2019 and subsequent years IS THERE AN EXCEPTION FOR SMALL BUSINESSES? HOW CAN SICK TIME BE USED? A small business that employs An employee can use sick time when five or fewer full-time employees he employee or employee's child, will not be subject to the Act until January 1st, 2018. parent, grandparent, spouse, or parent in- law is sick or injured. This includes helping a family member obtain health WHEN WILL PAID SICK TIME BE AVAILABLE TO USE? care or travel to an appointment related to his or her long-term care, or to address the effects of domestic viole An employer may elect to allow the use of earned sick time as it accrues. or may impose a waiting period of sexual assault or stalking. An employee up to one year after January 1st, may use earned sick time to care for a family member because the school or 2017 or the first day of employment business where the family member is located is closed for public health or ARE ALL EMPLOYEES ENTITLED safety reasons TO SICK TIME? Not all employees are subject to the - VERMONT protections of the Act. There are limited exemptions for certain types of employment, as well as for DEPARTMENT OF LABOR certain seasonal and part time employees. For a complete list, go to: legislature.vermont.gov/statutes/ section/21/005/00482 FOR MORE INFORMATION, nt Department of Labor at 1-802-951-4083 ACCOMMODATIONS FOR PREGNANT EMPLOYEES Accommodations for Pregnant Employees In Vermont Notice of Employee Rights WHAT ARE THE EMPLOYEE'S RIGHTS? WHAT IS THE LAW? If you feel you need reasonable accommoda-tions to perform your job, you must request the accommodation by communicating with your employer. Examples of prognancy-related accommodations include, but are not limited to: An employee with a pregnancy-related condition has a right to reasonable accom-modations 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. More breaks for the bathroom, water intake, or rest Access to a chair or stool Time off for prenatal appointments WHEN DOES IT BECOME A private, clean space for breast feeding. EFFECTIVE? Assistance with specific duties, such as manual labor or heavy lifting January 1, 2018 Time off to recover from medical condi-tions related to pregnancy or childbirth If you feel you need reasonable accommod tions to perform the essential functions of your job, you must request the accommoda tions by communicating with your employe WHAT ARE THE EMPLOYER'S OBLIGATIONS? es request a reasonable when employees request a reasonable accommodation pertaining to pregnancy, the employer should take time to work with the employee to furfill the request. Ignoring a request, retailating against, or fing the employee requesting a reasonable accommodation could expose the employer to damades and chill section. - VERMONT **DEPARTMENT OF LABOR** es and civil pen FOR MORE INFORMATION: DOES AN EMPLOYER HAVE TO GRANT EVERY ACCOMMODATION REQUEST? STATE OF VERMONT ATTORNEY GENERAL'S OFFICE: 109 State Street, Montpeller, VT 05600 888-745-9195 or 802-828-3657 AGO.CivilRights@vermont.gov er may decline a reas ation if the accomm You may also contact th HUMAN RIGHTS COMMISSION 14-16 Baldwin St., Montpeller, VT 056 800-416-2010 or 802-828-2480 nmodation if the accommodation d constitute an undue hardship. An mmodation creates an undue hardshi rould be significantly difficult, unduly nsive or unworkable to put into place. 00-416-2010 o human.rights UNEMPLOYMENT INSURANCE **UNEMPLOYMENT INSURANCE**

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

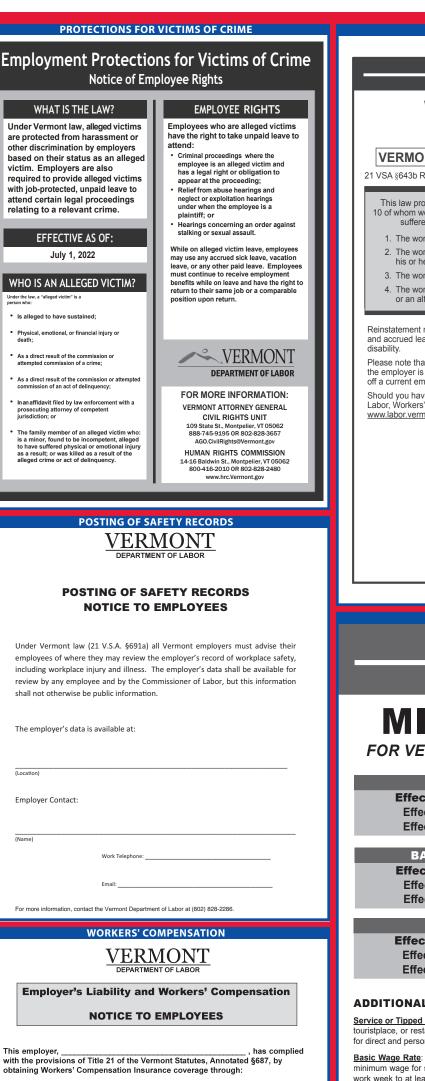
UNEMPLOYMENT BENEFITS Call the

Vermont Department of Labor 1-877-214-3330

TTY/Relay Service at 711

TDD services at 1-800-650-4152

f you are forced to leave your job as a result of domestic violence, sexu



(Insurance Carrier)

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

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



NOTICE

Workers' Compensation Reinstatement Rights

VERMONT LAW REQUIRES POSTING OF THIS NOTICE

21 VSA §643b Reinstatement; seniority and benefits protected

- This law provides that an employer who regularly employs **ten or more** people (at least 10 of whom work more than 15 hours a week), has an obligation to rehire a worker who has suffered a work related injury provided that the following conditions are met:
 - 1. The worker recovers from the injury within two (2) years of the onset of disability; and 2. The worker keeps the employer informed of his or her interest in reinstatement and his or her current mailing address; and
 - 3. The worker had an expectation of continuing work had the injury not occurred; and 4. 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

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 layoff a current employee in order to comply with this law.

Should you have questions regarding the above, please contact the Vermont Department of Labor, Workers' Compensation and Safety Division at 802-828-2286 or our website: www.labor.vermont.gov.



Montpelier, Vermont 05601-0488 Email: LABOR.WCComp@vermont.gov Telephone: (802) 828-2286 TDD: (800) 650-4152 Fax: (802) 828-2195

> - VERMONT DEPARTMENT OF LABO

> > WC-9 (06/17)

MINIMUM WAGE

NOTICE-

MINIMUM WAGE

FOR VERMONT EMPLOYERS AND WORKERS

MINIMUM WAGE RATE	
Effective 01/01/24	\$13.67per hour
Effective 01/01/23	\$13.18 per hour
Effective 01/01/22	\$12.55 per hour
BASIC WAGE RATE (TIPPED EMPLOYEES)	
Effective 01/01/24	\$6.84 per hour
Effective 01/01/23	\$6.59 per hour
Effective 01/01/22	\$6.28 per hour
MAXIMUM TIP CREDIT ALLOWED	
Effective 01/01/24	\$6.83 per hour
Effective 01/01/23	\$6.59 per hour
Effective 01/01/22	\$6.28 per hour
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ADDITIONAL INFORMATION

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

Basic Wage Rate: The basic wage rate is the minimum required employer contribution towards the minimum wage for service or tipped employees. If an employee does not receive sufficient tips in the work week to at least achieve the minimum wage for all hours worked that week, the employer must make up the difference.

OSHA

63 Pearl Street Burlington, Vermont 05401 Labor.WageHour@vermont.gov Phone: (802) 951-4083 | Fax: (802) 865-7655



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.

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

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

> > VERMONT

DEPARTMENT OF LABOR

ces are available upon req lest for ndividuals with disabilities. Interpretive services are also available for persons with limited English proficiency.

FAMILY LEAVE

VERMONT DEPARTMENT OF LABOR

Parental Leave, Family Leave and Short-Term Family Leave

nont's **Parental Leave** Law covers employers with 10 or more workers who work an average of 30 hours per week over

Family Leave Law, which includes Short-Term Family Leave, covers employers with 15 or more workers who work

- Vermont's Family Leave Law, which includes Short-Term Family Leave, covers employers with 15 or more workers who work an average of 30 hours per week over the course of a year. A worker who has worked for a covered employer for an average of 30 hours a week for a year is entitled to leave under these laws. During any 12 month period, the worker is entitled to up to 12 weeks of unpaid leave: Parental Leave: during the pregnancy and/or after childbirth; or, within a year following the initial placement of a child 16 years of age or younger with the worker for the purpose of adoption; Family Leave; for the serious illness of the worker's child, stepchild, ward, foster child, party to a civil union, parent, spouse, or parent of the worker's spouse; and in addition to the leave more/used in 21 × 5 × 6 × 47.2 a worker is entitled to short-term family leave of in the Aburys in

and, in addition to the leave provided in 21 V.S.A. Sec. 472, a worker is entitled to **short-term family leave** of up to 4 hours in any 30 day period (but not more than 24 hours in any 12 month period) of unpaid leave:

Short-Term Family Leave: to participate in preschool or school activities directly related to the academic advancement of the worker's child, stepchild, foster child or ward who lives with the worker; to attend or to accompany the worker's child, stepchild, foster child or ward who lives with the worker or the worker's parent, spouse or parenti-have to routine medical or dental appointments; to accompany 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 weal belong; to respond to a medical emergency involving the employee's child, stepchild, foster child or ward who lives with the worker or the employee's parent, spouse or parent-in-law.

The worker must give reasonable written notice of intent to take **family** or **parental** leave, including the anticipated dates the leave will start and end. The employer may not require notice more than 6 weeks prior to birth or adoption. If servisus illness is adimed, the employer may require certification from a physician. For **short-term family leave**, a worker must give notice as early as possible, at least seven days before the leave is to be taken unless waiting seven days could have a significant adverse act on the employee's family member

A worker may choose to use sick leave, or vacation leave, or any other accrued paid leave time during the leave, up to six weeks. The employer may not require the worker is do so. Use of paid leave does not extend the overall leave time to which the worker is entitled.

The employer must continue to provide all worker benefits unchanged during the leave period but may require the worker to contribute to the cost at the existing rate of worker contribution.

Upon return from leave, a worker must be offered the job held previously or a comparable one at equal pay, benefits, seniority, and other terms and conditions.

Exceptions: A worker is not entitled to leave under the Parental and Family Leave Act if the employer can prove by clear and

- ng evidence that: Layoff: during the period of leave the employee's job would have been terminated or the worker would have
- Largent using the period on leave the hipsges glow would have been remininated on the worker would have been laid off for reasons unrelated to the leave; or Unique Services; the worker performed unique services and hiring a permanent replacement during the leave, after giving the worker notice of intent to do so, was the employer's <u>only</u> available alternative to prevent substantial and grevous economic injury.

This law sets a minimum standard for parental and family leave rights. It does not prevent an employer from offering a more generous leave policy and does not reduce an employer's obligation under a collective bargaining agreement or existing program that provides greater leave rights than the law requires.

EMPLOYEES ARE PROTECTED FROM RETALIATION OF ANY KIND IN CONNECTION WITH THE ENFORCEMENT OF THIS LAW.

- aggrieved by a violation of this law may: bring a private lawsuit for injunctive relief, economic damages including prospective lost wages for a period not to exceed one year, attorney fees and court costs;
- Exceed on particular to the state worker) lodge a complaint with the Office of the Attorney General at 828-3657, or (if you are a state worker) lodge a complaint with the Vermont Human Rights Commission at 828-2480. These agencies may investigate your complaint and bring action in court to enforce this law.
- To obtain copies of this poster, call the Vermont Department of Labor at 802-951-4083 or visit our website at: http://labor.vermont.gov/wordpress/wp-content/uploads//WH-14-Parental-Family-Leave-Poster.pdf

Equal Opportunity is the Law
The State of Vermont is an Equal Opportunity Affirmative Action Employer. Applications from women, individuals with disabilities, and people cultural backgrounds are encouraged. Auxiliary aids and services are available upon request to individuals with disabilities. 711 (TTV/Relay 802-828-4203 TDD (Vermont Department of Labor). WH-14 (06/19) lost from work. The employer must also provide a copy of the Form 1 to the injured worker and to the insurance carrier.

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

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

WC-10

SEXUAL HARASSMENT



NOTICE

SEXUAL HARASSMENT IS ILLEGAL

Under Vermont Law, sexual harassment and is illegal and is prohibited by the Vermont Fair Employment practices act (VFEPA) (Title 21, Chapter 5. Subchapter 6 of the Vermont Statutes) and Title VII of the Civil Rights Act of 1964 (42 United State Code Section 2000e et sea.)

Vermont law protects all workers not just employees. Effective July 1, 2018, Vermont's protections against sexual harassment extend to all individuals engaged "to perform work or services," even if they are not "employees" under state or federal law. References to "employer," "employee," and "employment" below should be understood to apply to work agreements beyond the traditional employer-employe elationship.

"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 conduct of a sexual nature when:

- (A) Submission to that conduct is made either explicitly or implicitly a term or condition of work, or
- (B) Submission to, or rejection of, such conduct by an individual is used as a component of the basis for work related decisions
- affecting that individual, or (C) The conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidiating, hostile, or offensive work environment.

sment does not need to be severe or pervasive to be unlawful.

It is unlawful to retaliate against an individual performing work or services for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment

Employers <u>must</u>ensure a workplace free of sexual harassment for all individuals performing work or services. Every sup responsible for promptly responding to or reporting any complaint or suspected acts of sexual harassment.

Examples of sexual harassment include: uggestive or lewd remarks • Unwanted hugs, touches, kisses • Requests for sexual favors • Pornographic posters, cartoons, or drawings • Unwelcome sexual jokes and banter. ual advances • Suggestive or le

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.

His or her supervisor;

- _ (the head of this organization);
- 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; <u>aso.civilrights@vermont.gov</u>. 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 Centre, 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; human.rights@vermont.gov) if you work for a Vermont State Agency.

ive July 1, 202

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 the right to notify your employer or VOSHA about work-place hazards. You may ask VOSHA to keep your name confident
- You have the right to request a VOSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace.
- You or your representative may participate in the inspection.
- u can file a complaint with VOSHA within 30 days of discrimina n by your employer for making safety and health complaints or exercising your rights under the Vermont Occupational Safety d Health Act.
- You have a right to see VOSHA citations issued to your employer. Your employer must post the citations at or near the place of the employer mu ed violation.
- our employer must correct workplace hazards by the date indica ed on the citation and must certify that these hazards have been educed or eliminated.
- You have the right to copies of your medical records or re your exposure to toxic and harmful substances or condition rds of
- our employer must post this notice in your w
- The Statute provides that employees may not be discharged or dis-criminated against in any way for filing safety or health complaints or otherwise exercising their rights under the Code.
- The Statute also provides that employees who are discriminated against may bring a private action in Superior Court for appropria 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 assis-tance call 1-800-287-2765.

Under a plan approved October 1, 1973, by the U.S. Depart-ment 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' administration of this plan directly to the Occupational Safety and Health Administration. John E. Kennedy Federal Building. Health Administration, John F. Kennedy Federal Building, n E-340, Boston, MA, 02203, Telephone (617) 565-9860

ASSISTANCE AND INFORMATION:

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

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

You have a right to a safe and healthy workplace.

