



VERMONT MINIMUM WAGE

NOTICE | MINIMUM WAGE FOR VERMONT EMPLOYERS AND WORKERS

MINIMUM WAGE RATE

Effective 01/01/25	\$14.01 per hour
Effective 01/01/24	\$13.76 per hour
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	\$7.01 per hour
Effective 01/01/24	\$6.84 per hour
Effective 01/01/23	\$6.59 per hour

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.

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



HEALTHCARE WHISTLEBLOWER'S PROTECTION ACT

whistleblower

Healthcare Whistleblower's Protection Act

There is protection for Healthcare Employees Who Report or Refuse to Commit Illegal Acts*

It is illegal for your employer to fire you, threaten you, retaliate against you or treat you differently because:

1. You reported a violation of the law by your employer to any person, entity, or public body;
2. You reported a medical error or improper quality of patient care by your employer to any person, entity, or public body;
3. You reported something that risks someone's health or safety;
4. You have objected or refused to participate in any activity, policy, or practice of your employer that you reasonably believe is a violation of a law or constitutes improper quality of care, or that will endanger your life; or
5. You have been involved in an investigation or hearing held by the government.

You are protected by this law ONLY if:

1. You are employed by a hospital, or nursing home; and
2. You tell your employer about the problem and allow a reasonable time for it to be corrected; or
3. You have good reason to believe that your employer will not correct the problem.

If you have been fired or your employer has retaliated against you due to a violation of this law, you may:

1. Use any available internal process, grievance procedure, or similar process available to you to maintain or restore any loss of employment rights with your employer; or
2. Bring an action in the superior court of the county where the retaliation by your employer occurred.

To report a violation, unsafe condition or practice or an illegal act in your workplace, contact: (The employer should fill in this information)

(Name)

(Title)

(Location)

(Telephone)

* A copy of the complete statute can be found at:
<http://legislature.vermont.gov/statutes/chapter/21/005>
This poster may be copied.



FOR MORE INFORMATION
CALL THE VERMONT DEPARTMENT OF LABOR | 1-802-828-0267 | TTY/Relay Service at 711 | TDD services at 1-800-650-4152

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

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
(toll free)

TTY/Relay Service at 711
TDD services at 1-800-650-4152

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

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

To find your local Center, visit:
labor.vermont.gov or call 833-719-1051



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

A-24 (12/19)

PREGNANCY ACCOMMODATION NOTICE

Accommodations for Pregnant Employees in Vermont
Notice of Employee Rights

WHAT IS THE LAW?

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

WHEN DOES IT BECOME EFFECTIVE? January 1, 2018

WHAT ARE THE EMPLOYER'S OBLIGATIONS?

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

DOES AN EMPLOYER HAVE TO GRANT EVERY ACCOMMODATION REQUEST?

An employer may decline a reasonable accommodation if the accommodation would constitute an undue hardship. An accommodation creates an undue hardship if it would be significantly difficult, unduly expensive or unworkable to put into place.

WHAT ARE THE EMPLOYEE'S RIGHTS?

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

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

If you feel you need reasonable accommodations to perform the essential functions of your job, you must request the accommodations by communicating with your employer.

FOR MORE INFORMATION:

STATE OF VERMONT ATTORNEY GENERAL'S OFFICE:
109 State Street, Montpelier, VT 05602
888-745-9195 or 802-828-3657
AGO.CivilRights@vermont.gov

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

You may also contact the

NOVEMBER 2017

WORKERS' COMPENSATION

VERMONT - EMPLOYER'S LIABILITY AND WORKERS' COMPENSATION
NOTICE TO EMPLOYEES

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

(INSURANCE CARRIER)

WORKERS' COMPENSATION BENEFITS FOR LOSS 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 DEPARTMENT OF LABOR AND INDUSTRY 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 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. Application from women, individuals with disabilities, and people from diverse culture 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 (12/05)

EMPLOYER'S REINSTATEMENT LIABILITY

WORKER'S 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 disability.

Please note that the right to reinstatement applies only to the first available suitable job. Thus, the employer is not obligated either to create an "extra" position for a returning worker or to 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.

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

WC-9 (06/17)

NO SMOKING NOTICE

THIS BUILDING IS

100%

SMOKE-FREE

Smoking is not allowed in Vermont workplaces. If you have questions about the law call 1-866-331-5622 or log onto healthvermont.gov.

1-866-331-5622



healthvermont.gov

REV.11/09

EARNED SICK TIME ACT

Vermont's Earned Sick Time Act
Notice of Employee Rights

HOW IS SICK TIME EARNED?

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

HOW CAN SICK TIME BE USED?

An employee can use sick time when the employee or employee's child, parent, grandparent, spouse, or parent-in-law is sick or injured. This includes helping a family member obtain health care or travel to an appointment related to his or her long-term care, or to address the effects of domestic violence, sexual assault or stalking. An employee may use earned sick time to care for a family member because the school or business where the family member is located is closed for public health or safety reasons.

WHEN DOES ACCRUAL BEGIN?

An employee begins accruing sick leave on January 1st, 2017 or on the first day of employment, whichever comes later.

IS THERE AN EXCEPTION FOR SMALL BUSINESSES?

A small business that employs five or fewer full-time employees will not be subject to the Act until January 1st, 2018.

WHEN WILL PAID SICK TIME BE AVAILABLE TO USE?

An employer may elect to allow the use of earned sick time as it accrues, or may impose a waiting period of up to one year after January 1st, 2017 or the first day of employment, whichever comes later.

ARE ALL EMPLOYEES ENTITLED TO SICK TIME?

Not all employees are subject to the protections of the Act. There are limited exemptions for certain types of employment, as well as for certain seasonal and part time employees. For a complete list, go to: legislature.vermont.gov/statutes/section/21/005/00482

MORE INFORMATION,

or to report suspected violations of the Act,
contact the Vermont Department of Labor at 1-802-951-4083

EMPLOYMENT PROTECTIONS FOR VICTIMS OF CRIME

Employment Protections for Victims of Crime
Notice of Employee Rights

WHAT IS THE LAW?

Under Vermont law, alleged victims are protected from harassment or other discrimination by employers based on their status as an alleged victim. Employers are also required to provide alleged victims with job-protected, unpaid leave to attend certain legal proceedings relating to a crime.

EFFECTIVE AS OF: July 1, 2022

WHO IS AN ALLEGED VICTIM?

Under the law, a "alleged victim" is a person who has:

- Is alleged to have sustained;
- Physical, emotional, or financial injury or death;
- As a direct result of the commission or attempted commission of a crime;
- As a direct result of the commission or attempted commission of an act of delinquency;
- 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 delinquency.

EMPLOYEE RIGHTS

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

- Criminal proceedings where the employee is an alleged victim and has a legal right or obligation to appear at the proceeding;
- Relief from abuse hearings and neglect or exploitation hearings under when the employee is a plaintiff; or
- Hearings concerning an order against stalking or sexual assault.

While on alleged victim leave, employees may use any accrued sick leave, vacation leave, or any other paid leave. Employees must continue to receive employee benefits while on leave and have the right to return to their same job or a comparable position upon return.

FOR MORE INFORMATION:

VERMONT ATTORNEY GENERAL CIVIL RIGHTS UNIT
109 State St., Montpelier, VT 05602
888-745-9195 OR 802-828-3657
AGO.CivilRights@Vermont.gov

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

SAFETY RECORDS



POSTING OF SAFETY RECORDS NOTICE TO EMPLOYEES

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

The employer's data is available at:

(Location)

Work Telephone: _____

Employer Contact: _____

(Name)

Email: _____
For more information, contact the Vermont Department of Labor at (802) 828-2286.
(Rev. 09/14)

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 States Code Section 2000e et seq.)

Vermont law protects all workers not just employees. Effective July 1, 2018, Vermont's protections against sexual harassment extend to all individuals engaged "to perform work or services," even if they are not "employees" under state or federal law. References to "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 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 intimidating, hostile, or offensive work environment.

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

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

Employers must ensure a workplace free of sexual harassment for all individuals performing work or services. Every supervisor is responsible for promptly responding to or reporting any complaint or suspected acts of sexual harassment.

Examples of sexual harassment include:

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

Consequences for committing sexual harassment may include:

Disciplinary action - From a verbal warning to dismissal - Damages and other relief for the victim civil penalties of up to \$10,000 per violation - Criminal penalties.

Employees or individuals engaged to perform work or services who believe that they have been sexually harassed or retaliated against for complaining of sexual harassment are encouraged to report the situation as soon as possible to one or more of the following:

(a) His or her supervisor;

(b) _____ (the head of this organization);

(c) The person who is designated to receive such complaints and reports;

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 Building, 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; human.rights@vermont.gov if you work for a Vermont State Agency.

Effective July 1, 2023

VERMONT FAMILY LEAVE ACT

PARENTAL LEAVE, FAMILY LEAVE, AND SHORT-TERM FAMILY LEAVE



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.

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

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>

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).

Equal Opportunity is the Law

WH-14 (06/19)

CHILD LABOR LAWS



CHILD LABOR POSTER

NON AGRICULTURAL EMPLOYMENT:

Children Age 14 and 15 MAY NOT work in any of the hazardous occupations above and may not work in communications or public utilities jobs, construction or repair jobs, driving a motor vehicle or helping a driver, manufacturing and mining occupations, power-driven machinery or hoisting apparatus other than 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 conditions: No more than 3 hours on a school day or 18 hours in a school week; 8 hours on a non-school day or 40 hours in a non-school week. Also, work may not begin before 7 a.m. or end after 7 p.m., except from June 1 through Labor Day, when evening hours are extended to 9 p.m. Different rules apply in agricultural employment. Examples of permitted jobs include office, grocery store, retail store, restaurant, movie theater, baseball park, amusement park, or gasoline service station.

Children Age 16-18

An employee must be at least 16 years old to work in most non-farm jobs. No person less than 18 years old may work in any occupation declared hazardous by the Secretary of the USDOL or the Commissioner of Vermont Department of Labor. The following occupations have been declared hazardous (see child labor rules for additional information):

Hazardous Occupations