Effective 01/01/2021

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 han \$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

\$5.88 per hour

eceive sufficient tips in the work week to at least achieve the minimum wage for all hours worked that week, the employer must make up the difference. 63 Pearl Street Burlington, Vermont 05401 Labor.WageHour@vermont.gov Phone: (802) 951-4083 | Fax: (802) 865-7655

Child Labor Law

<u>Labor.Vermont.gov/Rights-and-Wages</u>

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 nachinery or hoisting apparatus other than typical office machines, processing occupations, public messenger jobs, transporting of persons or property, workrooms where products are nanufactured, mined or processed, or warehousing and storage.

Effective 01/01/2021

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 nonschool 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.

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

Manufacturing and storing of explosives, driving a motor vehicle and being an outside nelper on a motor vehicle; coal mining, logging and sawmilling, power-driven woodworking nachines, exposure to radioactive substances, power-driven hoisting apparatus, powerdriven 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, ile, and related products, power-driven circular saws, band saws, and quillotine shears, wrecking, demolition, and shipbreaking operations, roofing operations, or excavation operations. There are some exemptions for apprentice/student-learner programs in some of

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

A youth 14 or 15 years old can work in agriculture, on any farm, but only in non-hazardous A youth 12 or 13 years of age can only work in agriculture on a farm if a parent has given written permission or if a parent is working on the same farm as his or her child, and only in 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 year. "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 connecting or

· Operating or helping to operate Corn picker, cotton picker, grain combine, hay mower,

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

\$5.88 per hour

forage harvester, hay baler, potato digger, or mobile pea viner, Feed grinder, crop dryer, forage blower, auger conveyor, or the unloading mechanism of a non gravity-type selfunloading wagon or trailer; or, Power post-hole digger, power post driver, or nonwalkingtype rotary tiller, Trencher or earthmoving equipment; Fork lift; Potato combine; or Power-• Working on a farm in a yard, pen, or stall occupied by Bull, boar, or stud horse for breeding, or Sow with suckling pigs, or cow with newborn calf with umbilical cord present. · Loading, unloading, felling, bucking, or skidding timber with a butt (large end) diameter of • Working from a ladder or scaffold at a height of over 20 feet. • Driving a bus, truck, or automobile when transporting passengers, or riding on a tractor as

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

disconnecting implements or parts to such a tractor.

Employer's Liability & Workers' Compensation NOTICE TO EMPLOYEES

, has complied with the provisions of Title 21 of the Vermont Statutes, Annotated §687, by obtaining Workers' Compensation Insurance coverage through:

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

 An injured employee MUST immediately notify his/her employer of an injury. The employer MUST file an Employee Claim and Employer's First Report of Injury (Form 1) with the Vermont Department of Labor within 72 hours of the notice of an injury that requires medical attention or results in time lost from work. The employer must also provide a copy of the Form 1 to the injured worker and to the insurance • 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 Information concerning injured worker rights and benefits is available on the department's Workers' Compensation website at

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Protections for Victims of Crime

Notice of Employee Rights WHAT IS THE LAW?

http://www.labor.vermont.gov or by calling (802) 828-2286.

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

EFFECTIVE AS OF:

WHO IS AN ALLEGED VICTIM?

Employment Protections for Victims of Crime

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 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

• Relief from abuse hearings and neglect or exploitation hearings under when the employee is a plaintiff; or Hearings concerning an order against stalking or sexual assault. While on alleged victim leave, employees may use any accrued sick leave, vacation leave, or any other paid leave. Employees must continue to receive employment benefits while on leave and have the right to return to their same job or a comparable position upon return. VERMONT DEPARTMENT OF LABOR FOR MORE INFORMATION: VERMONT ATTORNEY GENERAL CIVIL RIGHTS UNIT

• Criminal proceedings where the employee is an alleged victim and has a legal right or obligation

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

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

Employer's Reinstatement Liability

VERMONT LAW REQUIRES POSTING OF THIS NOTICE

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 elated injury **provided** that the following conditions are met: The worker recovers from the injury within two (2) years of the onset of disability; and

The worker had an expectation of continuing work had the injury not occurred; and l. 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. 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 Fax: (802) 828-2195

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. If hearing impaired, email us at labor-wccomp@state.vt.us. Those with limited English proficiency may call 802-828-2286.

State OSHA

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

You have the right to request a VOSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in the inspection. You can file a complaint with VOSHA within 30 days of discrimination by your employer for making safety and health complaints or

for exercising your rights under the Vermont Occupational Safety and Health Act. You have a right to see VOSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.

You have the right to notify your employer or VOSHA about workplace hazards. You may ask VOSHA to keep your name confidential

You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions. The Statute provides that employees may not be discharged or discriminated against in any way for filing safety or health complaints or otherwise exercising their rights under the Code.

• The Statute also provides that employees who are discriminated against may bring a private action in Superior Court for appropriate relief Including reinstatement, triple wages, damages, costs and

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. he Vermont Occupational Safety and Health Administration (VOSHA), in the Vermont Department of Labor, has the primary responsibility for administering the OSHAct in Vermont. To file a complaint eport an emergency, or seek VOSHA advice or assistance call 1-800-287-2765. Under a plan approved October 1, 1973, by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), the State of Vermont is providing job safety and health protection for vorkers 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

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

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

VERMONT epartment of Labor 5 Green Mountain Drive

and Health Administration, John F. Kennedy Federal Building, Room E-340, Boston, MA, 02203, Telephone (617) 565-9860.

P. O. Box 488 Montpelier, Vermont 05601-0488 Telephone (888) SAFE-YES Toll-free at 1-888-723-3937.

plan directly to the Occupational Safety

Parental Family & Short-Term Leave Parental Leave, Family Leave and Short-Term Family Leave The employer must continue to provide all worker benefits unchanged during the leave period but

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

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**

Short-Term Family Leave: to participate in preschool or school activities directly related

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.

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 equire certification from a physician. For short-term family leave, a worker must give notice as could have a significant adverse impact on the employee's family member.

early as possible, at least seven days before the leave is to be taken unless waiting seven days 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 to do so. Use of paid eave does not extend the overall leave time to which the worker is entitled.

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

 $\bullet \ \textbf{Layoff:} \ \text{during the period of leave the employee's job would have been terminated or the worker}$

provides greater leave rights than the law requires.

EMPLOYEES ARE PROTECTED FROM RETALIATION OF ANY KIND IN CONNECTION WITH

A worker aggrieved by a violation of this law may: • bring a private lawsuit for injunctive relief, economic damages including prospective lost wages for a period not to exceed one year, attorney fees and court costs; • (if you are not a state worker) lodge a complaint with the Office of the Attorney General at 828-3657, or (if you are a state worker) lodge a complaint with the Vermont Human Rights

Commission at 828-2480. These agencies may investigate your complaint and bring action in court to enforce this law. To obtain copies of this poster, call the Vermont Department of Labor at 802-951-4083 or http://labor.vermont.gov/wordpress/wp-content/uploads//WH-14-Parental-Family-Leave-Poster.pdf

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

encouraged. Auxiliary aids and services are available upon request to individuals with disabilities.

DISCIPLINARY ACTION, FROM A VERBAL WARNING TO DISMISSAL • DAMAGES AND

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

CIVIL PENALTIES OF UP TO \$10,000 PER VIOLATION • CRIMINAL PENALTIES

are encouraged to report the situation as soon as possible to:

(c) this person, who is designated to receive such complaints and reports:

The above-named individuals can also provide copies of this employer's written sexual

THIS EMPLOYER WILL PROMPTLY INVESTIGATE AND RESPOND TO ALL REPORTS AND

You also may 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); and/or, if you work for an employer with at least 15 employees, the

Government Center, Boston, MA 02203 (617-565-3196 or 1-800-669-4000); or, if you work for

05633-6301 (800-416-2010 (Toll Free VT) or 802-828-2480; human.rights@vermont.gov).

The State of Vermont is an Equal Opportunity/Affirmative Action Employer, Applications

a Vermont State agency, the Human Rights Commission, 14-16 Baldwin Street, Montpelier, VT

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION, John F. Kennedy Federal Building, 475

Sexual Harassment Consequences for COMMITTING SEXUAL HARASSMENT may include:

OTHER RELIEF FOR THE VICTIM

(a) his or her supervisor, and/o

Address and Telephone Number

Name and Title:

(the head of this organization), and/or

KNOWLEDGE OF SEXUAL HARASSMENT

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 seg.) VERMONT LAW NOW 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 "FMPI OYFFS" LINDER STATE OR FEDERAL LAW. REFERENCES TO "EMPLOYER." "EMPLOYEE" AND "EMPLOYMENT" BELOW SHOULD THUS BE UNDERSTOOD TO APPLY TO WORK AGREEMENTS BEYOND THE TRADITIONAL EMPLOYER-EMPLOYEE

"SEXUAL HARASSMENT" IS A FORM OF SEX DISCRIMINATION AND MEANS UNWELCOME SEXUAL ADVANCES, REQUESTS FOR SEXUAL FAVORS, AND OTHER VERBAL OR PHYSICAL 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 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. 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.

IT IS THE POLICY OF THIS EMPLOYER TO 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

FOR SEXUAL FAVORS • PORNOGRAPHIC POSTERS, CARTOONS OR DRAWINGS •

n the workplace to perform her job. A pregnancy-related condition is one caused by

applies to all Vermont workplaces and all pregnant employees.

could expose the employer to damages and civil penalties.

significantly difficult, unduly expensive or unworkable to put into place.

WHEN DOES IT BECOME EFFECTIVE?

WHAT ARE THE EMPLOYEE'S RIGHTS?

accommodations include, but are not limited to:

•More breaks for the bathroom, water intake, or rest

WHAT ARE THE EMPLOYER'S OBLIGATIONS?

pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law

JNWELCOME SEXUAL JOKES AND BANTER

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 800-650-4152 TDD (Vermont Department of Labor).

Pregnancy Accomodations

ALL RIGHTS RESERVED. COPYRIGHT BY STATE AND FEDERAL POSTER, INC.

STATE OF VERMONT ATTORNEY GENERAL'S OFFICE: 888-745-9195 or 802-828-3657 AGO.CivilRights@vermont.gov

When employees request a reasonable accommodation pertaining to pregnancy, the FOR MORE INFORMATION: 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 109 State Street, Montpelier, VT 05602 DOES AN EMPLOYER HAVE TO GRANT EVERY ACCOMMODATION REQUEST? An employer may decline a reasonable accommodation if the accommodation would

HUMAN RIGHTS COMMISSION 14-16 Baldwin St., Montpelier, VT 05633

ee with a pregnancy-related condition has a right to reasonable accommodations •Time off for prenatal appointr

Equal Opportunity is the Law

•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.

•A private, clean space for breast feeding. •Assistance with specific duties, such as manual labor or heavy lifting

constitute an undue hardship. An accommodation creates an undue hardship if it would be 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 800-416-2010 or 802-828-2480 human.rights@vermont.gov www.hrc.vermont.gov

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 convincing evidence that:

would have been laid off for reasons unrelated to the leave: or **Unique Services:** the worker performed unique services and hiring a permanent replacement

entitled to leave under these laws. During any 12 month period, the worker is entitled to up to 12 <u>Parental Leave:</u> during the pregnancy and/or after childbirth; or, within a year following the initial

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:

to the academic advancement of the worker's child, stepchild, foster child or ward who lives

The worker must give reasonable written notice of intent to take family or parental leave,

NOTICE SEXUAL HARASSMENT IS ILLEGAL

or to report suspected violations of the Act, contact the Vermont Department of Labor at

There is protection for Healthcare Employees Who Report or Refuse to Commit Illegal Acts* Vermont Law (Title 21, V.S.A., Sections 507 - 509) requires every hospital and nursing home post this notice. It is illegal for your employer to fire you, threaten you, retaliate against you or treat

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:

(Name)

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

Safety Records

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 njury 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

Updated 10/14

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION LEAVE ENTITLEMENTS: Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period The birth of a child or placement of a child for adoption or foster care; To bond with a child (leave must be taken within 1 year of the child's birth or placement); To care for the employee's spouse, child, or parent who has a qualifying serious health condition; For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job; · For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent. An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the

Family Medical Leave Act

Gain or lose a dependent? Change your name? Were there major changes to.. Your nonwage income (interest, dividend, capital gains, etc.)? Your family wage income (you or your spouse started or Your itemized deductions? Your tax credits?

employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

employer as soon as possible and, generally, follow the employer's usual procedures.

notice indicating what additional information is required.

YOU MAY NEED TO CHECK YOUR WITHHOLDING

discharge or under other than honorable conditions

USERRA, even if that person has no service connection.

SMOKING IN PUBLIC PLACES LAW

bars are now included under the law

Restaurants, bars and cabarets

Retail and grocery stores

can also call the police.

smoking issues

Buildings and offices

Examples of public places that prohibit smoking include:

Common carrier waiting rooms, like bus stations

mmon areas of nursing homes and hospitals

criminal penalties up to \$10,000 for each violation.

SMOKING IN THE WORKPLACE LAW

agencies supported by tax dollars.

Where does the Smoking in Public Places Law not apply?

must provide a reason for ineligibilit

Marry or divorce?

EXEMPTIONS

Since you last filed Form W-4 with your employer did you...

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient

information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that

hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written

EMPLOYER RESPONSIBILITIES: Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the

For additional information: 1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd

U.S. Department of Labor • Wage and Hour Division

IRS Withholding

employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or

ENFORCEMENT: Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

To any of these or you owed extra tax when you filed your last return, you may need to file a new Form W-4. See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676 Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on **Employer:** Please poster or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.

Polygraph Protection The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers 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, embezzlement, etc.) that resulted in economic loss to the employer The law does not preempt any provision of any State or local law or any collective 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

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 against an

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

the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

WAGE AND HOUR DIVISION **UNITED STATES DEPARTMENT OF LABOR**

> **USERRA** • FOR USE BY PRIVATE SECTOR AND STATE GOVERNMENT EMPLOYERS • YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

JSERRA 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 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 service; • 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 conclusion of service; and • you have not been separated from service with a disqualifying

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION If you: • are a past or present member of the uniformed service; • have applied for membership in the uniformed service; or • are obligated to serve in the uniformed service; then an employer may not deny you: • initial employment; • reemployment; • retention in employment; • promotion; or • any benefit of employment because of this status.

• 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

eemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries. 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 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 that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. • You may also bypass the VETS process and bring a civil action against an employer for

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 under

No Smoking Law



This law, which is also called the Clean Indoor Air Act, bans the smoking of tobacco products

nearly all the common areas of indoor "places of public access." This includes any place of

pusiness that serves the public or that the public has access to use – both public and privately

owned and for profit or not-for-profit organizations. As of September 1, 2005, private clubs and

Arcades, libraries, theaters, concert halls, auditoriums, arenas, shopping malls, museums

art galleries, sports and fitness facilities, planetariums, historical sites, barber shops, hair

· Hotels and motels, including lobbies, hallways, elevators, restaurants, restrooms, and

Private schools are also included. A separate Vermont law bans all tobacco use on the

grounds of public schools (title 16 VSA, section 140). The Smoking in Public Places Law

also applies to publicly owned buildings and offices which include indoor places or portions

The Vermont Smoking in Public Places Law is comprehensive and includes all businesses

• Areas of owner-operated businesses that have no employees, and which are not commonly

· Workplace smoking areas designated under Vermont's "Smoking in the Workplace" law (see

The law requires that the owner or manager ask the person to put out the cigarette.
If the person refuses then the law directs the owner, manager or employee to ask the person

• If the person refuses to leave then you may call a local police officer. A member of the public

A person who is smoking in a public place, and an owner who does not take action as noted

Smoking in the Workplace law requires certain actions by every employer who operates workplace, which means an enclosed structure where employees perform services for

above, are both subject to penalties for noncompliance, including civil court action and

an employer, but which does not include a personal residence. The law addresses indoor

What does an owner, manager or employee do if a patron is smoking a cigarette?

What are the penalties for violating the Smoking in Public Places Law?

of places that are owned, leased, or rented by state, county or municipal governments, or by

Buildings or facilities owned or operated by social, fraternal, or religious clubs





What does the Smoking in Workplace Law require an employer to do? The first step is to establish, or negotiate through collective bargaining, a smoking policy tha either prohibits smoking in the entire workplace or restricts smoking to designated smoking areas. A designated smoking area may be allowed indoors under certain conditions, such as a large open space in a warehouse, or as noted below. The Vermont Department of Health encourages employers and employees to set smoke-free policies. For A Smoke-Free Work Place Policy: • Post a copy of the smoking policy in an obvious location. A written copy is to be provided to employees upon request. Written policies are required for employers who have at least 10

employees who work more than 15 hours a week. • Post the No Smoking sign, which are available through the Vermont Department of Health (800-439-8550). Consistently implement and enforce the smoking policy. For A Designated Smoking Area Policy: In addition to posting the smoking policy, the designed area will need mechanical ventilation that is vented to the exterior of the building, which prevents smoke from entering back into the general workplace. An employer may set a smoking policy that permits smoking in a designated smoking area of a large open indoor space (i.e., a warehouse). However, two conditions apply: 1. The layout of the workplace shall not allow smoke to be a physical irritation to any

nonsmoking employees 2. 75% of the employees in the workplace agree to the designated smoking area. May employees smoke outside the building? Employers should avoid allowing smoking to occur outdoors, especially at public entrances. The Department of Health recommends that outdoor smoking be at least 50 feet away from the building, so that smoke does not easily or readily re-enter the building. What actions can employees take if they are exposed to smoking or there is no smoking File a complaint with the Department of Health (800-439-8550). The Department of Health will give the employer written notification of the alleged violation and ten days to come into voluntary compliance. The law prohibits an employer from discharging, disciplining or otherwise discriminating against an employee because that employee assisted in the supervision or enforcement of the workplace smoking requirements. The penalty for doing so may include court action against the employer, and a court may determine appropriate

remedies such as restraining orders, reinstatement and back pay. The following quit smoking services are available to Vermonters: free phone coaching through the Quit Line, toll-free 1-877-YES QUIT (937-7848); in-person coaching at each local hospital's Ready, Set...STOP program; or, on-line at www.VermontQuitNet.com. Additional www.TobaccoStories.org.

INFORMATION: 1-800-439-8550 healthvermont.org

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 Fransitional Employment Program. When speaking with a representative at the toll-free number listed above, please ask to speak with the Domestic Violence Program Manager. For free professional help in finding a job, an internship, or job training opportunities, visit a Department of Labor Career Resource Center near you.

To find your local Center, visit:

labor.vermont.gov or call 888-807-7072 Auxiliary aides and services are available upon request for individuals with disabilities Interpretive services are also available for persons with limited English proficiency. A-24 (12/19)

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.

Vermont's Earned Sick Time Act Notice of Employee Rights

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

HOW IS SICK TIME EARNED?

WHEN DOES ACCRUAL BEGIN?

Healthcare Whistleblower's Protection Act Healthcare Whistleblower's Protection Act

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 You have been involved in an investigation or hearing held by the government. You are protected by this law ONLY if:

. You tell your employer about the problem and allow a reasonable time for it to be

. You are employed by a hospital, or nursing home; and

. You reported a violation of the law by your employer to any person, entity, or public

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 Bring an action in the superior court of the county where the retaliation by your employer occurred.

The employer's data is available at:

Employer Contact:

Earned Sick Time

IS THERE AN EXCEPTION FOR SMALL BUSINESSES?

WHEN WILL PAID SICK TIME BE AVAILABLE TO USE?

contact: (The employer should fill in this information)

until January 1st, 2018.

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 FOR MORE INFORMATION.

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

To report a violation, unsafe condition or practice or an illegal act in your workplace,

* A copy of the complete statute can be found at:

Interpretive services are also available for persons with limited English proficiency. WWW.LABOR.VERMONT.GOV

Auxiliary aides and services are available upon request for individuals with disabilities.

For more information, contact the Vermont Department of Labor at (802) 828-2286. MAKING UNAUTHORIZED COPIES IS AGAINST THE LAW AND MAY SUBJECT YOU TO CIVIL AND CRIMINAL LIABILITY

records, tests that measure hazards programs in every state. in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

All workers have the right to:

Raise a safety or health concern with

Receive information and training on

substances in your workplace.

OSHA on your behalf.

using your rights.

your employer.

job hazards, including all hazardous

Request a confidential OSHA inspection

of your workplace if you believe there are

unsafe or unhealthy conditions. You have

the right to have a representative contact

Participate (or have your representative

30 days (by phone, online or by mail)

if you have been retaliated against for

speak in private to the inspector.

File a complaint with OSHA within

See any OSHA citations issued to

Request copies of your medical

participate) in an OSHA inspection and

related injury or illness, without being

your employer or OSHA, or report a work-

A safe workplace.

retaliated against.

Contact OSHA. We can help.

Employers subject to the

Federal Minimum Wage state minimum wage law are bligated to pay the higher rate The law requires employers to display this poster where employees can readily see it.

per hour do not equal the minimum hourly wage, the employer must make up the difference.

At least 1½ 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, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural 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

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place other than 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. The Department has authority to recover back wages and an equal amount in liquidated 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:

NURSING MOTHERS:

• Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. · Some state laws provide greater employee protections; employers must comply with both. Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not. • 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

· Employees (current and former), including managers and temporary employees Union members and applicants for membership in a union What Organizations are Covered? Most private employers State and local governments (as employers)

Staffing agencies

Educational institutions (as employers)

What Types of Employment Discrimination are Illegal?

What Employment Practices can be Challenged as Discriminatory?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of: Color Religion National origin • Sex (including pregnancy and related conditions, sexual orientation, or gender identity) • Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history) • Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding

All aspects of employment, including: Discharge, firing, or lay-off Harassment (including unwelcome verbal or physical conduct) Hiring or promotion Pay (unequal wages or compensation) • Failure to provide reasonable accommodation for a disability or a sincerelyheld religious belief, observance or practice Benefits Job training Classification

Referral

Requesting or disclosing medical information of employees · Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding. What can You Do if You Believe Discrimination has Occurred? Contact the EEOC promptly if you suspect discrimination. Do not delay, 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 any of the following ways: **Submit** an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/

Obtaining or disclosing genetic information of employees

Call 1-800-669-4000 (toll free) 1-800-669-6820 (TTY) 1-844-234-5122 (ASL video phone) Visit an EEOC field office (information at www.eeoc.gov/field-office) E-Mail info@eeoc.gov

Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov. EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under

Unemployment Benefits

MIDDLEBURY McFarland State Office Bldg. 5

Payday Notice □ WEEKLY □ BI-WEEKLY □ SEMI-MONTHLY □ MONTHLY □ PAYCHECKS ARE ISSUED ON THE _____

Emergency Notice

HOSPITAL:

HR that powers your business

Equal Employment Opportunity Know Your Rights: Workplace Discrimination is Illegal Federal law from discrimination on the following bases: Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been Executive Order 11246, as amended, prohibits employment discrimination by Federal discriminated against at work or in applying for a job, the EEOC may be able to help. contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all

1-866-487-9243 • TTY: 1-877-889-5627 • www.dol.gov/whd

WAGE AND HOUR DIVISION • WAGE AND HOUR DIVISION • UNITED STATES DEPARTMENT OF LABOR

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

\$7.25 PER HOUR BEGINNING JULY 24, 2009

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

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38

U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action

to recruit, employ, and advance in employment, disabled veterans, recently separated

veterans (i.e., within three years of discharge or release from active duty), active duty

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

compensation or the compensation of other applicants or employees.

contractors from discrimination based on inquiring about, disclosing, or discussing their

Asking About, Disclosing, or Discussing Pay

wartime or campaign badge veterans, or Armed Forces service medal veterans. Retaliation is prohibited against a person who files a complaint of discrimination participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal 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)

200 Constitution Avenue, N.W.

Washington, D.C. 20210

1-800-397-6251 (toll-free)

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OECCP's Help Desk at https://ofccphelpdesk.dol.gov/s/. or by calling

an OFCCP regional or district office, listed in most telephone directories under U.S.

Government, Department of Labor and on OFCCP's "Contact Us" webpage at https:// www.dol.gov/agencies/ofccp/contact. PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE 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

receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

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

Perry Street, Suite 200 Barre, VT 05641 Telephone: 802-476-2600	Middlebury, VT 05753 Telephone: 802-388-4921	Rutland, VT 05701 Telephone: 802-786-5837	St. Johnsbury, VT 05819 Telephone: 802-748-3177
BENNINGTON 200 Veterans Memorial Drive Suite 2 Bennington, VT 05201 Telephone: 802-442-6376	MORRISVILLE 197 Harrel Street Morrisville, VT 05661-4491 Telephone: 802-888-4545	SPRINGFIELD 56 Main Street, Suite 101 Springfield, VT 05156-2910 Telephone: 802-885-2167	WHITE RIVER JUNCTION 118 Prospect Street, Suit e 302 Hartford, VT 05047 Telephone: 802-295-8805
BRATTLEBORO State Office Building 232 Main Street Brattleboro, VT 05301 Telephone: 802-254-4555	NEWPORT Emory E. Hebard State Office Bldg. 100 Main Street, Suite 210 Newport, VT 05855 Telephone: 802-334-6545	ST. ALBANS 27 Federal Street, Suite 100 St. Albans, VT 05478-2246 Telephone: 802-524-6585	For free professional help in finding a job, an internship or job training opportunities, visit a Department of Labor American Job Center near you!
BURLINGTON 63 Pearl Street Burlington, VT 05401-4331 Telephone: 802-863-7676	RANDOLPH 50 Randolph Avenue Randolph, VT 05060 Telephone: 802-476-2600	DEPARTMENT OF LABOR WWW.LABOR.VERMONT.GOV	

ALTERNATE: HAZARDOUS MATERIAL:

TO REORDER, CALL 1-888-488-7678 OR ORDER AT STATEANDFEDERALPOSTER.COM

the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance. Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform If you believe you have been discriminated against in a program of any institution which

> RUTLAND ST. JOHNSBURY 1590 Rte. 7 South. Suite 5 200 Asa Bloomer Building 1197 Main Street Suite 1

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY **PAY SCHEDULE IS**

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employees must comply with the employer's normal paid leave policies. BENEFITS & PROTECTIONS: While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions **Employers must:** An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA. ELIGIBILITY REQUIREMENTS: An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must: Provide employees a workplace free from Have worked for the employer for at least 12 months; recognized hazards. It is illegal to retaliate Have at least 1,250 hours of service in the 12 months before taking leave;* and Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite. against an employee for using any of their *Special "hours of service" requirements apply to airline flight crew employees. REQUESTING LEAVE: Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the

rights under the law, including raising a

Occupational Safety and Health Administration

Job Safety and Health IT'S THE LAW!

health and safety concern with you or with OSHA, or reporting a work-related injury or illness.

Comply with all applicable OSHA standards.

Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.

Provide required training to all workers in a language and vocabulary they can

Prominently display this poster in the

 Post OSHA citations at or near the place of the alleged violations. On-Site Consultation services are

available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation