

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:

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- 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.

 **VERMONT**
DEPARTMENT OF LABOR
www.labor.vermont.gov

FOR MORE INFORMATION:

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

You may also contact the
HUMAN RIGHTS COMMISSION
14-16 Baldwin St., Montpelier, VT 05633
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NOVEMBER 2017

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NOVEMBER 2017

Employment Protections for Victims of Crime

Notice of Employee Rights

WHAT IS THE LAW?

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

EFFECTIVE

July 1,

WHO IS A CRIME VICTIM?

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

- Obtained a relief order against a household member;
- Obtained a court order against stalking or sexual assault;
- Obtained a court order against abuse of a vulnerable adult; or
- Sustained physical, emotional or financial injury as the direct result of a crime, and is identified as a crime victim in an affidavit filed by law enforcement.

EMPLOYEE RIGHTS

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

- Criminal proceedings where the employee has a legal right or

to appear at the

hearing and mediation hearings. If an employee is a

victim of an order of protection or sexual assault,

the employee may take leave, use any accrued sick leave, or any other leave. Employees must notify their employer of the leave, and have the same job or a comparable one upon return.

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FOR MORE INFORMATION: VERMONT ATTORNEY GENERAL CIVIL RIGHTS UNIT

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VERMONT
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labor.vermont.gov

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

WHEN DOES ACCRUAL BEGIN?

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

HOW CAN SICK TIME BE USED?

An employee can use earned sick time for the employee or employee's parent, grandparent, in-law is sick or injured, helping a family member with care or travel to an appointment to his or her long-term care, to address the effects of sexual assault or stalking, if a family member becomes ill, if a business where the employee is located is closed for safety reasons.

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WHEN DOES ACCRUAL BEGIN? EXCEPTIONS FOR SEASONAL AND PART-TIME BUSINESSES?

that employs full-time employees must be subject to the Act until January 1, 2018.

WHEN DOES ACCRUAL BEGIN? AID SICK TIME ABLE TO USE?

select to allow the employee to use sick time as it accrues, during a waiting period of 90 days after January 1st, or after the first day of employment, whichever comes later.

WHEN DOES ACCRUAL BEGIN? 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



FOR MORE INFORMATION,

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

Ley de Vermont por Tiempo Ganado por Enfermedad

Notificación de los Derechos del Empleado

¿CÓMO SE GANA TIEMPO POR ENFERMEDAD?

Un empleado ganará una hora de tiempo por enfermedad al trabajar 52 horas incluyendo sobretiempo. Un empleado tendrá derecho a utilizar hasta 24 horas de tiempo por enfermedad anual a partir del 1 de enero de 2017 y 2018, y hasta 48 horas a partir del año 2019 y los años siguientes.

¿CÓMO PUEDE GANAR EL TIEMPO POR ENFERMEDAD?

Un empleado puede ganar tiempo por enfermedad cuando el hijo, padre, abuelo, suegro/suegra está lesionado. Esto incluye a un miembro de la familia que necesita cuidado de salud o atención relacionada con su tiempo, o para tratar la violencia doméstica o acoso. Un empleado gana tiempo por enfermedad debido a que la enfermedad de un miembro de la familia localizado está cerca de la salud pública o inseguridad.

¿CUÁNDO SE EMPIEZA A ACUMULAR?

Un empleado empieza a acumular tiempo por enfermedad el 1 de enero, 2017 o el primer día de empleo, cualquiera que ocurra más tarde.

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NOVEMBER 2017

NOTIFICACIÓN PARA EMPLEADOS DE NEGOCIOS?

Un empleado que emplea a otros empleados a partir del 1 de enero, 2018.

¿CUÁNDO SE EMPIEZA A ACUMULAR EL TIEMPO POR ENFERMEDAD PAGADO?

Un empleado puede elegir permitir el tiempo por enfermedad ganado al trabajar, o puede elegir no hacerlo por un periodo de tiempo que ocurra más tarde.

¿CÓMO PUEDE GANAR EL TIEMPO POR ENFERMEDAD?

No todos los empleados están sujetos a las protecciones de la Ley. Hay excepciones limitadas para ciertos tipos de empleo, como también para ciertos empleados a medio tiempo o por estación. Para una lista completa vaya a: <http://legislature.vermont.gov/statutes/section/21/005/00481>



PARA MÁS INFORMACIÓN,

o para reportar sospechas de transgresión a la Ley, contáctese con el

Vermont Department of Labor al 1-802-828-0267

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NOVEMBER 2017

Employer's Liability and Workers' Compensation NOTICE TO EMPLOYEES

This employer, _____, has complied with the provisions of the Workers' Compensation Act, obtaining Workers' Compensation coverage for its employees.

Workers' Compensation coverage is in effect for the death because of an injury sustained by an employee of this company.

- An injured employee has filed a claim for an injury.
- The employee has filed a claim for an injury (For more information, see the notice of injury lost from work of the injured worker).
- If the employee has filed a claim for an injury, the Department of Labor within six months of the date of injury.

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<h4>WHEN DOES IT BECOME EFFECTIVE?</h4> <p>January 1, 2018</p>	<h4>WHAT ARE THE EMPLOYER'S OBLIGATIONS?</h4> <p>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.</p>
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_____, has complied with the provisions of the Workers' Compensation Act, obtaining Workers' Compensation coverage for its employees.

_____, disability or the above named

_____, employer of

_____, First Report of Injury (FROI) within 72 hours of the date of the injury or results in time lost from work of the Form 1 to

_____, may file a claim with the Vermont

- 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).

ESTADO DE VERMONT

Responsabilidades de la Empresa Contratante & Indemnización por Accidentes Laborales (*Workers' Compensation*)

NOTIFICACIÓN A LOS EMPLEADOS

ESTA EMPRESA CONTRATANTE, _____, HA CUMPLIDO CON LA LEY DEL ESTADO DE VERMONT DE SEGURO CONTRA ACCIDENTES LABORALES Y RECLAMACIÓN PARA

(COMPAÑÍA DE SEGURO DE ACCIDENTES LABORALES Y RECLAMACIÓN PARA EL EMPLEADO DE VERMONT) EN EL EVENTO DE TIEMPO PERDIDO, MUERTE, SI ÉSTOS SE PRODUCIERAN EN SU TRABAJO.

• LA LESIÓN SUJETA A LA LEY DE LA COMPAÑÍA DE SEGURO DE ACCIDENTES LABORALES Y RECLAMACIÓN PARA EL EMPLEADO DE VERMONT

• LA EMPRESA CONTRATANTE DEBE NOTIFICAR AL EMPLEADO EN EL FORMULARIO DE ASUNTOS LABORALES Y RECLAMACIÓN PARA EL EMPLEADO DE VERMONT CUALQUIER LESIÓN QUE CAUSE LA PÉRDIDA DE TIEMPO DE TRABAJO, RECLAMACIÓN POR ACCIDENTE LABORAL Y RECLAMACIÓN POR MUERTE. NOTIFICACIÓN DE LESIÓN Y RECLAMACIÓN PARA EL EMPLEADO DE VERMONT (FORM 5) TENDRÁ QUE SER REMITIDA AL EMPLEADO EN EL EVENTO DE TIEMPO PERDIDO, MUERTE, SI ÉSTOS SE PRODUCIERAN EN SU TRABAJO.

• SI LA EMPRESA CONTRATANTE PRECITA O REQUIERE AL EMPLEADO

REMITIR EL FORMULARIO 5 TITULADO NOTIFICACIÓN DE LESIÓN Y RECLAMACIÓN PARA INDEMNIZACIÓN (NOTICE OF INJURY AND CLAIM FOR COMPENSATION—FORM 5) ANTE EL MINISTERIO DE ASUNTOS LABORALES E INDUSTRIALES DENTRO DE SEIS MESES, CONTADOS A PARTIR DE LA FECHA DE LA LESIÓN.

• SI DESEA INFORMACIÓN REFERENTE A LOS DERECHOS Y BENEFICIOS DEL EMPLEADO LESIONADO VISITE EL SITIO WEB DE SEGURO CONTRA ACCIDENTES LABORALES <http://labor.vermont.gov/workers-compensation> O SÍRVASE LLAMAR AL (802) 828-2286 O TTD 800-650-4152.

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TUTOS DEL
UNA PÓLIZA

ZADO POR EL
RIDA O LA
DA CON SU

MENTE A LA

MACIÓN A
DE UNA LESIÓN
TE EL MINISTERIO
CONCEPTO DE
E RESULTARA EN
REMITIR DICHA
HABER RECIBIDO
AMBIÉN LE
FORMULARIO 1 AL

TACIÓN DEL
Y REMITIR EL

FORMULARIO 31 6/2017

NOTICE

MINIMUM WAGE

Vermont's minimum wage rate increases annually every January 1 by either 5% or the percentage increase of the Consumer Price Index, CPI-U, U.S. city average, not seasonally adjusted, whichever is smaller.

MINIMUM WAGE RATE

Effective 01/01/2018

Effective 01/01/2019

Effective 01/01/2020

Effective 01/01/2021

Effective 01/01/2022

Effective 01/01/2023

Effective 01/01/2024

Effective 01/01/2025

Effective 01/01/2026

\$10.96 per hour

\$10.78 per hour

\$10.50 per hour

\$15.48 per hour

\$15.39 per hour

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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.

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

You may also contact the
HUMAN RIGHTS COMMISSION
14-16 Baldwin St., Montpelier, VT 05633
800-416-2010 or 802-828-2480
human.rights@vermont.gov
www.hrc.vermont.gov

NOVEMBER 2017

VERMONT
DEPARTMENT OF LABOR
labor.vermont.gov

Service or Tipped Employee

place, or restaurant who provides personal customer service.

Basic Wage Rate

- The minimum wage for service employees is the basic wage rate plus a tip. The minimum wage for service employees is the basic wage rate plus a tip. The minimum wage for service employees is the basic wage rate plus a tip.

Vermont Department of Labor

Wage and Hour Division

63 Pearl Street

Burlington, Vermont 05401

Email: Labor.WageHour@vermont.gov

Telephone: (802) 951-4083

Fax: (802) 865-7655





POSTING OF SAFETY RECORDS NOTICE TO EMPLOYEES

Accommodations for Pregnant Employees In Vermont Notice of Employee Rights

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(Name)

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- 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.



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NOVEMBER 2017

Work Telephone: _____

Email: _____

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

NOTICE

SEXUAL HARASSMENT 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 seq.*)

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 "EMPLOYEES" UNDER 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 RELATIONSHIP.

"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 THE
- (B) SUBMISSION TO OR
- FOR WORK-RELATED
- (C) THE CONDUCT HAS
- PERFORMANCE OR

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 Address and Telepho

**Accommodations for Pregnant Employees
 In Vermont**
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OR CONDITION OF WORK; OR
 COMPONENT OF THE BASIS
 THE INDIVIDUAL'S WORK
 ENVIRONMENT.

FILING A COMPLAINT OF
 OR ALL INDIVIDUALS
 DING TO OR REPORTING ANY

UCHES, KISSES • REQUESTS
 SEXUAL JOKES AND BANTER
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 OR RELIEF FOR THE VICTIM
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have been sexually harassed or
 soon as possible to:
 n), and/or

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

THIS EMPLOYER WILL PROMPTLY INVESTIGATE AND RESPOND TO ALL REPORTS AND KNOWLEDGE OF SEXUAL HARASSMENT

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 EQUAL EMPLOYMENT OPPORTUNITY COMMISSION, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203 (617-565-3196 or 1-800-669-4000); or, if you work for a Vermont State agency, 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).

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

Effective Sept. 2018

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-

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.

gasoline service station.

Children Age 16 - 18

An employee must be at least 16 years old in any occupation declared hazardous. The following occupations have been

Hazardous Occupations

Manufacturing and storing of explosives and sawmilling, power-driven work, and driving metal-forming, punching and shearing, use of power-driven meat slicing machines, brick, tile, and related products,

of these hazardous occupations

A person must be at least 18

AGRICULTURAL EMPLOYMENT:

Once a person turns 16 years old

A youth 14 or 15 years old can

A youth 12 or 13 years of age can work on the same farm as his or her

If the youth is younger than 12 years old, the farm must pay the minimum wage. Under the FLSA, "small business" means any day during which an employer employed with a parent's permission

Hazardous agricultural occupations

- Operating a tractor of over 20 PTO (Power-take-Off) horsepower, or connecting or disconnecting implements or parts to such a tractor.
- Operating or helping to operate Corn picker, cotton picker, grain combine, hay mower, forage harvester, hay baler, potato digger, or mobile pea viner, Feed grinder, crop dryer, forage blower, auger conveyor, or the unloading mechanism of a non-gravity-type self-unloading wagon or trailer; or, Power post-hole digger, power post driver, or nonwalking-type rotary tiller, Trencher or earthmoving equipment; Fork lift; Potato combine; or Power-driven circular, band or chainsaw.
- 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 more than 6 inches.
- Working from a ladder or scaffold at a height of over 20 feet.
- Driving a bus, truck, or automobile when transporting passengers, or riding on a tractor as a passenger or helper.

Equal Opportunity is the Law

The State of Vermont encourages all employers to provide equal employment opportunities to all individuals, regardless of race, color, sex, age, religion, national origin, marital status, sexual orientation, gender identity or expression, or disability. 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).

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park, amusement park, or

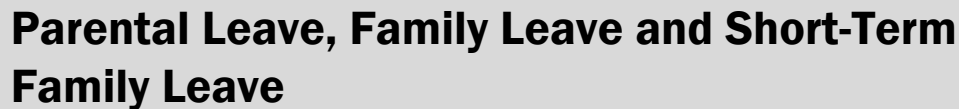
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WH-14 (06/19)