Vermont Mandatory Workplace Posters

- A-24 Unemployment Poster
- Accommodations for Pregnant Employees
- Child Labor Poster
- Crime Victim Poster
- Earned Sick Leave (English)
- Earned Sick Leave (Spanish)
- Healthcare Whistleblower Poster
- Notice to Employees: Employer's Liability and Workers' Compensation (English)
- Notice to Employees: Employer's Liability and Workers' Compensation (Serbo-Croatian)
- Notice to Employees: Employer's Liability and Workers' Compensation (French)
- Notice to Employees: Employer's Liability and Workers' Compensation (Spanish)
- Notice to Employees: Employer's Liability and Workers' Compensation (Vietnamese)
- Parental and Family Leave Poster
- Safety Records Poster
- Sexual Harassment Poster
- Workers' Compensation Reinstatement Rights

Missing a poster, or looking for additional information? Visit Labor.Vermont.gov, or contact the Department of Labor at (802) 828-4000.

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 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.

VERMONT
DEPARTMENT OF LABOR

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.

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
800-416-2010 or 802-828-2480
human.rights@vermont.gov
www.hrc.vermont.gov

NOVEMBER 2017

CHILD LABOR POSTER

VERMONT
DEPARTMENT OF LABOR

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 the Vermont Department of Labor. The following occupations have been declared hazardous (see child labor rules for additional information):

Hazardous Occupations

Manufacturing and storing of explosives, driving a motor vehicle and being an outside helper on a motor vehicle; coal mining, logging and sawmilling, power-driven woodworking machines, exposure to radioactive substances, power-driven hoisting apparatus, power-driven metal-forming, punching, and shearing machines, mining, other than coal mining, meat packing or processing (including the use of power-driven meat slicing machines), power-driven bakery machines, power-driven paper-product machines, manufacturing brick, tile, and related products, power-driven circular saws, band saws, and guillotine shears, wrecking, demolition, and shipbreaking operations, roofing operations, or excavation operations. There are some exemptions for apprentice/student-learner programs in some of these hazardous occupations.

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

AGRICULTURAL EMPLOYMENT:

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

A youth **14 or 15 years old** can work in agriculture, on any farm, but only in non-hazardous jobs.

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 non-hazardous jobs.

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 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 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).

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 crime victims with job-protected, unpaid leave to attend certain legal proceedings relating to the crime.

EFFECTIVE AS OF:

July 1, 2018

WHO IS A CRIME VICTIM?

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

- Obtained a relief from abuse order against a family or 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 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 crime 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
www.labor.vermont.gov

FOR MORE INFORMATION:

VERMONT ATTORNEY GENERAL
CIVIL RIGHTS UNIT
109 State St., Montpelier, VT 05062
888-745-9195 OR 802-828-3657
AGO.CivilRights@Vermont.gov

HUMAN RIGHTS COMMISSION
14-16 Baldwin St., Montpelier, VT 05062
800-416-2010 OR 802-828-2480
www.hrc.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 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.

VERMONT
DEPARTMENT OF LABOR
www.labor.vermont.gov

FOR MORE INFORMATION,

or to report suspected violations of the Act, contact the

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

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:
http://legislature.vermont.gov/statutes/section/21/005/00481

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 del tiempo ganado por enfermedad anualmente en el año 2017 y 2018, y hasta 40 horas en el año 2019 y los años subsiguientes.

¿CÓMO PUEDE SER UTILIZADO EL TIEMPO POR ENFERMEDAD?

Un empleado puede utilizar el tiempo por enfermedad cuando el empleado o el hijo, padre, abuelo, esposo o suegro/suegra está enfermo o lesionado. Esto incluye ayudar a un miembro de la familia a obtener cuidado de salud o viajar a una cita relacionada con su cuidado a largo tiempo, o para tratar los efectos de violencia doméstica, asalto sexual o acoso. Un empleado puede utilizar el tiempo ganado por enfermedad para cuidar a un miembro de la familia debido a que la escuela o negocio donde el miembro de la familia está localizado está cerrada por razones de salud pública o de seguridad.

VERMONT
DEPARTMENT OF LABOR
www.labor.vermont.gov

PARA MÁS INFORMACIÓN,
o para reportar sospechas de trasgresión a la Ley, contáctese con el
Vermont Department of Labor al 1-802-828-0267

¿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.

¿HAY UNA EXENCIÓN PARA PEQUEÑOS NEGOCIOS?

Un negocio pequeño que emplea a cinco o menos empleados a tiempo completo no estará sujeto a la Ley hasta el 1 de enero, 2018.

¿CUÁNDO ESTARÁ DISPONIBLE PARA SER UTILIZADO EL TIEMPO POR ENFERMEDAD PAGADO?

Un empleador puede elegir permitir el uso de tiempo por enfermedad ganado cuando se va acumulando, o puede imponer a esperar por un periodo de hasta un año después del 1 de enero, 2017 o el primer día de empleo, cualquiera que ocurra más tarde.

¿TODOS LOS EMPLEADOS TIENEN DERECHO A 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

whistleblower

Healthcare Whistleblower's Protection Act

Vermont Law (Title 21, V.S.A., Sections 507 - 509) requires every hospital and nursing home to post this notice.

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)

VERMONT
DEPARTMENT OF LABOR
WWW.LABOR.VERMONT.GOV

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

VERMONT
DEPARTMENT OF LABOR

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

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

DRZAVA VERMONT

Odgovornost i kompenzacija radnika

OBAVIJEST ZAPOSLENIM

POSLODAVAC, _____JE POSTUPIO U SKLADU SA ODREDBOM BROJ 21, VERMONTSKOG STATUTA, § 687, TAKO STO JE UVEO OSIGURANJE ZA KOMPENZACIJU RADNIKA, PREKO:

_____

NOSILAC OSIGURANJA

KOMPENZACIJA RADNIKA ZA IZGUBLJENO VRIJEME, TROSKOVE LIJECENJA, INVALIDNOST I SMRT, KOJI SU REZULTAT POVREDA NA RADU STOJI NA RASPOLAGANJU PUTEM OVE KOMPANIJE.

POVRIJEDJENI RADNIK MORA ODMAH DA OBAVIJESTI SVOGA POSLODAVCA O POVREDI.

POSLODAVAC MORA ZA SVAKU POVREDU KOJA ZAHTIJEVA ZDRAVSTVENU INTERVENCIJU ILI IMA ZA POSLJEDICU GUBITAK VREMENA NA RADNOM MJESTU, U ROKU OD 72 SATA OD PRIMANJA OBAVIJESTI O NESRECI ILI BOLESI, ISPUNITI ZAHTJEV I PRVI IZVJESTAJ ZAPOSLENOG – FORMULAR 1 (FIRST REPORT), ZAJEDNO SA ZAVODOM ZA RAD I INDUSTRIJU (DEPARTMENT OF LABOR AND INDUSTRY).

AKO POSLODAVAC NE ISPUNI PRVI IZVJESTAJ, ZAPOSLENI MOZE ISPUNITI OBAVIJEST O POVREDI I ZAHTJEV ZA KOMPENZACIJU (FORMULAR 5), ZAJEDNO SA UREDOM ZA RAD I INDUSTRIJU (DEPARTMENT OF LABOR AND INDUSTRY), U ROKU OD SEST MJESECI OD DATUMA POVREDE.

INFORMACIJE O PRAVIMA POVRIJEDJENIH RADNIKA SE MOGU DOBITI OD ZAVODA ZA RAD I INDUSTRIJU (DEPARTMENT OF LABOR AND INDUSTRY), NA TELEFON:
(802) 828 – 2286 ili TDD 800-650-4152.

FORM 31 6/2017

ETAT DU VERMONT

RESPONSABILITE DE L'EMPLOYEUR
ET INDEMNITES SALARIALES

AVIS AUX EMPLOYES

CET EMPLOYEUR, _____,
EST EN CONFORMITE AVEC LES TERMES DE L'ARTICLE 21 DES STATUTS DE L'ETAT DU VERMONT #687, ET A CONTRACTE UNE ASSURANCE D'INDEMNITE SALARIALE AVEC : _____
_____
_____

(NOM DE L'ASSUREUR)

CETTE COMPAGNIE OFFRE DES INDEMNITES SALARIALES DE COMPENSATION EN CAS DE PERTE DE TEMPS DE TRAVAIL, FRAIS MEDICAUX, HANDICAP OU DECES CONSECUTIFS A UN ACCIDENT DU TRAVAIL.

? ? UN EMPLOYE BLESSE DOIT AVERTIR IMMEDIATEMENT SON EMPLOYEUR DE SON ACCIDENT.

? ? L'EMPLOYEUR DOIT DECLARER LA PLAINTE DE L'EMPLOYE AINSI QUE DEPOSER « LE PREMIER RAPPORT DE L'EMPLOYEUR » CONCERNANT L'ACCIDENT (FORMULAIRE 1) AUPRES DU DEPARTEMENT DU TRAVAIL ET DE L'INDUSTRIE, POUR TOUTE BLESSURE NECESSITANT DES SOINS MEDICAUX, OU AYANT POUR CONSEQUENCE LA PERTE DE TEMPS DE TRAVAIL. CETTE DECLARATION DOIT ETRE FAITE DANS LES 72 HEURES QUI SUIVENT LA NOTIFICATION DE L'ACCIDENT OU DE LA MALADIE.

? ? SI L'EMPLOYEUR NE DEPOSE PAS UN « PREMIER RAPPORT », L' EMPLOYE A LA POSSIBILITE DE FAIRE UNE DECLARATION « NOTIFICATION DE BLESSURE ET DEMANDE D 'INDEMNITE » (FORMULAIRE #5) AUPRES DU DEPARTEMENT DU TRAVAIL ET DE L'INDUSTRIE, DANS LES SIX MOIS QUI SUIVENT LA DATE DE L'ACCIDENT.

? ? DES RENSEIGNEMENTS CONCERNANT LES DROITS D'UN EMPLOYE VICTIME D'UN ACCIDENT DU TRAVAIL PEUVENT ETRE OBTENUS AUPRES DU DEPARTEMENT DU TRAVAIL ET DE L'INDUSTRIE EN APPELANT LE NUMERO SUIVANT :
(802) 828-2286.

ESTADO DE VERMONT

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

NOTIFICACIÓN A LOS EMPLEADOS

ESTA EMPRESA CONTRATANTE, _____, HA CUMPLIDO CON LAS DISPOSICIONES DEL TÍTULO 21 DE LOS ESTATUTOS DEL ESTADO DE VERMONT, ANOTADAS EN LA § 687, ASEGURÁNDOSE BAJO UNA PÓLIZA DE SEGURO CONTRA ACCIDENTES LABORALES EMITIDA POR:

_____

(COMPAÑÍA DE SEGUROS)

EL EMPLEADO DE ESTA COMPAÑÍA TIENE DERECHO A SER INDEMNIZADO POR EL TIEMPO PERDIDO, GASTOS MÉDICO GENERADOS, INCAPACIDAD SUFRIDA O LA MUERTE, SI ÉSTOS FUESEN ATRIBUIBLES A UNA LESIÓN RELACIONADA CON SU TRABAJO.

- **LA LESIÓN SUFRIDA TENDRÁ QUE SER REPORTADA INMEDIATAMENTE A LA COMPAÑÍA CONTRATANTE POR EL EMPLEADO LESIONADO.**

- **LA EMPRESA CONTRATANTE TENDRÁ QUE REMITIR UNA RECLAMACIÓN A NOMBRE DEL EMPLEADO Y PRESENTAR EL PRIMER REPORTE DE UNA LESIÓN EN EL FORMULARIO CORRESPONDIENTE (FORMULARIO 1) ANTE EL MINISTERIO DE ASUNTOS LABORALES E INDUSTRIALES (*THE DEPARTMENT OF LABOR AND INDUSTRY*), POR CONCEPTO DE CUALQUIER LESIÓN QUE REQUIERA ATENCIÓN MÉDICA O QUE RESULTARA EN LA PÉRDIDA DE TIEMPO LABORAL. LA EMPRESA TENDRÁ QUE REMITIR DICHA RECLAMACIÓN Y REPORTE DENTRO DE 72 HORAS DESPUÉS DE HABER RECIBIDO NOTIFICACIÓN DE LA LESIÓN. LA EMPRESA CONTRATANTE TAMBIÉN LE TENDRÁ QUE PROPORCIONAR UNA COPIA DEL FINALIZADO FORMULARIO 1 AL EMPLEADO LESIONADO Y A LA COMPAÑÍA DE SEGUROS.**

- **SI LA EMPRESA CONTRATANTE NO CUMPLIERA CON LA PRESENTACIÓN DEL PRECITADO PRIMER REPORTE, EL EMPLEADO PODRÁ LLENAR Y 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 *WEB SITE* DE SEGURO CONTRA ACCIDENTES LABORALES http://www.state.vt.us/labind/wcindex.htm O SÍRVASE LLAMAR AL (802) 828-2286**

FORMULARIO 31 2/03

NOTICE

This is a translation of a document originally drawn up in English. Accordingly, it is understood that all legal rights, responsibilities and/or obligations are governed by the original English version of this document.

ADVERTENCIA

Ésta es la traducción de un documento originalmente redactado en inglés. Consiguientemente, hágase saber que todos los derechos legales, responsabilidades y/u obligaciones expresadas en el mismo se regirán por la versión original del documento redactada en inglés.

STATE OF VERMONT
TI”U BANG VERMONT

Trách NhiŒm Pháp Lš Cûa Chû Hãng và S¿ BÒi ThÜ©ng Cho Công Nhân

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THÔNG BÁO CHO TƒT C• CÔNG NHÂN

CHÑ H,NG N? Y,
_____, ñ, TUÂN THEO ñI“U L S – CHÑ ñ“ 21 CÑA ñ O LU T VERMONT, 687, B? NG CÁCH MUA B• O HI”M CHO VI C B —I THÐ? NG CHO CÔNG NHÂN QUA:
_____
_____

(TÊN H,NG B• O HI”M)

NH NG QUY“N L÷I CHO VI C B —I THÐ? NG CHO CÔNG NHÂN DO Vµ MƒT GI? L? M, TR• TI“N B NH VI N, T T N GUY“N HO C CH • T BŸI DO TAI N N LIÊN QUAN ñ• N VI C L? M ñ, SðN S? NG QUA CÔNG TY N? Y.

?? M¶t Công Nhân BÎ ThÜÖng Phäi LÆp TÙc Báo Cáo ThÜÖng Tích Cho Hãng Cûa Anh Ta/Cô Ta Ngay LÆp TÙc.

?? Hãng Làm Phäi Làm HÒ SÖ Cho Công Nhân và Bän Báo Cáo ThÜÖng Tích ñÀu Tiên Cûa Hãng (Form 1) V§i Væn Phòng Lao ñ¶ng Cho BÃt CÙ Tai Nån Nào CÀn ñi BŒnh ViŒn Ho¥c Phäi NghÌ Làm Trong Vòng 72 Gi© Sau Khi NhÆn ñÜ®c Báo Cáo Cûa Tai Nån Ho¥c BŒnh. Hãng Làm CÛng Phäi Cung CÃp M¶t Bän Sao cûa Form 1 Cho NgÜ©i Công Nhân BÎ ThÜÖng Và M¶t Cho Hãng Bäo Hi‹m.

?? N‰u Hãng Không Làm HÒ SÖ Báo Cáo ñÀu Tiên, Công Nhân Có Th‹ Làm ñÖn Thông Báo Tai Nån Và Xin ñÜ®c Bòi ThÜ©ng (Form 5) V§i Væn Phòng Lao ñ¶ng Trong Vòng Sáu Tháng K‹ TØ Ngày BÎ ThÜÖng.

?? Tin TÙc VŠ QuySn L®i Cûa M¶t NgÜ©i BÎ ThÜÖng Có Th‹ LÃy Tåi Væn Phòng Lao ñ¶ng B¢ng Cách G†i SÓ (802) 828-2286.

VERMONT
DEPARTMENT OF LABOR

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)

Employer Contact:

_____
(Name)

Work Telephone: _____

Email: _____

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

(Rev. 09/14)

Parental Leave, Family Leave, and Short-Term Family Leave

VERMONT
DEPARTMENT OF LABOR

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.

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 leave does not extend the overall leave time to which the worker is entitled.

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

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

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

- **Layoff:** during the period of leave the employee's job would have been terminated or the worker would have been laid off for reasons unrelated to the leave; or
- **Unique Services:** the worker performed unique services and hiring a permanent replacement during the leave, after giving the worker notice of intent to do so, was the employer's 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 provides greater leave rights than the law requires.

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

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 828-0267 or visit our website at: http://www.labor.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 802-828-4203 TDD (Vermont Department of Labor).

NOTICE

VERMONT
DEPARTMENT OF LABOR

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 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.

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 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:

(a) his or her supervisor, and/or
(b) _____ (the head of this organization), and/or
(c) this 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.

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**

NOTICE

Workers' Compensation Reinstatement Rights

VERMONT LAW REQUIRES POSTING OF THIS NOTICE

21 VSA §643b Reinstatement; seniority and benefits protected

This law provides that an employer who regularly employs **ten or more** people (at least 10 of whom work more than 15 hours a week), has an obligation to rehire a worker who has suffered a work related injury **provided** that the following conditions are met:

1. The worker recovers from the injury within two (2) years of the onset of disability; and
2. The worker keeps the employer informed of his or her interest in reinstatement and his or her current mailing address; and
3. The worker had an expectation of continuing work had the injury not occurred; and
4. The worker is physically capable of performing either his or her prior job, if available, or an alternative suitable position.

Reinstatement must be with all benefits earned up to the date of injury, including both seniority and accrued leave time. Obviously, such benefits need not accrue **during** the period of actual 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 lay-off 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

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