Thank you for choosing our eComply downloadable labor law posters with one year of free mandatory updates!

Your posters must be posted in a conspicuous location. Be sure to download all files.

**Printing & Posting Instructions**

- These PDF documents should be **printed on 8.5” x 11” paper** with the printer set to the “fit to page” or comparable option. Following these printing instructions will help ensure that you are complying with state and federal size and font requirements.

- Posters have a Publication Code in the lower left corner, below the red line, such as D-CA_1 (*date*) MINIMUM WAGE. **Post pages with the same code together.**

- **Color requirements:** (for Colorado, Maryland, New Mexico, and North Carolina ONLY).*

- The Attention Employers letter that follows is for your information but should **not** be posted.

**IMPORTANT:** If your email address changes, be sure to notify us so that you continue to receive updates.

We are proud to be your most reliable resource for labor law compliance and we look forward to keeping you in compliance. Please contact us at 800-322-3636 if you have any questions.

* **Background color requirement** (applies to Colorado *Anti-Discrimination*, and Maryland *Workers Compensation*)

  These posters will appear on your computer screen and print with the required color background *if you have a color printer*. If not, you must print these posters on the appropriate colored paper.

- **Identical poster requirement** (applies to North Carolina *Workers Compensation* and New Mexico *Workers Compensation*)

  These posters must be identical to the state-issued poster which is in color. The posters will appear in color on your computer screen and **must be printed using a color printer** to match the original.
ATTENTION VERMONT EMPLOYERS

Our goal as your RELIABLE labor law poster company is to ensure that you are always in compliance! We would like to make you aware that there may be other requirements your company is subject to in addition to posting your labor law posters in a conspicuous location.

☐ If applicants for employment are normally seen in an area other than where you post your federal labor law poster, you need to post four federal notices in this area where applicants can easily see them. Poster Compliance Center publishes a Federal Applicant Edition poster that includes all four of these notices. Call Customer Service at (800) 322-3636 if you would like to order this poster.

☐ If your state has an E-Verify law (used to determine if workers are eligible for employment), covered employers must register for E-Verify through the U.S. Department of Homeland Security (DHS) and must post required participation posters.
  - Only employers who have registered should post the required posters which can be downloaded free during registration.
  - DHS prohibits commercial sale of these posters by third parties.

For these reasons E-Verify posters are not included on our state posters. For further information or to register for E-Verify, go to the DHS E-Verify home page at https://www.e-verify.gov/ or call 888-464-4218.

☐ Your state has a No Smoking law, and covered employers must post required signs in their places of business. The signs must be posted in specific locations, such as building or room entrances. These location requirements cannot be met by including a No Smoking sign on your labor law poster. Therefore, employers must obtain and post any required signs. Poster Compliance Center provides Free Specialty Posters that include certain state-specific and generic signs. You can download a generic No Smoking sign on our Free Specialty Posters page at the following address: https://www.postercompliance.com/labor-law-posters/free-specialty-labor-law-posters/

Poster Compliance Center publishes labor law posters that include all general required notices for employers. Depending on a company’s industry, type of commerce, sector, location, or workforce, additional specialized notices may be required by federal, state, or local governments or agencies. Examples could include notices for a municipality, notices for federal contractors, notices that must be posted for the public or job applicants (in addition to those posted for employees), a labor law notice required in another language for employees who do not speak English, public sector notices, signage that must be posted at a specific location in your business such as the entrance, or a notice that can only be obtained through an insurance company.

DISCLAIMER: This product is not intended to provide legal or financial advice or substitute for the advice of an attorney or advisor.

VTSL (11-19)
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.

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**Service or Tipped Employees** – “A service or tipped employee” means an employee of a hotel, motel, tourist place, or restaurant who customarily and regularly receives more than $120.00 a month in tips for direct and personal customer service.

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

For Further Information Contact:
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

Auxiliary aids and services are available upon request to individuals with disabilities. 711 (TTY/Relay Service) or 800-650-4125 TDD (Vermont Department of Labor). Interpretative services are available for limited English proficiency customers. For more information please visit: [dol.gov/oasam/programs/crc/ISpeakCards.pdf](http://dol.gov/oasam/programs/crc/ISpeakCards.pdf)
Vermont’s Earned Sick Time Act
Notice of Employee Rights

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

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

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

IS THERE AN EXCEPTION FOR SMALL BUSINESSES?
A small business that employs five or fewer full-time employees will not be subject to the Act until January 1st, 2018.

WHEN WILL PAID SICK TIME BE AVAILABLE TO USE?
An employer may elect to allow the use of earned sick time as it accrues, or may impose a waiting period of up to one year after January 1st, 2017 or the first day of employment, whichever comes later.

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

FOR MORE INFORMATION, or to report suspected violations of the Act, contact the Vermont Department of Labor at 1-802-951-4083.
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 802-951-4083 or visit our website at:**

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.
Safety and Health Protection on the Job

The Vermont Occupational Safety and Health Code (Title 21 V.S.A. Chapter 3, Sub-Chapters 4 and 5, and the rules adopted (there under) provides job safety and health protection for workers.

The purpose of the law is to assure safe and healthful working conditions throughout the State.

- You have the right to notify your employer or VOSHA about workplace hazards. You may ask VOSHA to keep your name confidential.
- 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 copies of your medical records or records of your exposure to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.
- 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 reasonable attorney’s fees.

The Occupational Safety and Health Act of 1970 (OSH Act), P.L. 91-596, assures safe and healthful working conditions for working men and women throughout the Nation. To obtain more information on OSHA federal programs, call 1-800-321-OSHA or visit OSHA’s website at www.osha.gov.

The Vermont Occupational Safety and Health Administration (VOSHA), in the Vermont Department of Labor, has the primary responsibility for administering the OSH Act in Vermont. To file a complaint, report an emergency, or seek VOSHA advice or 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 workers throughout the State. OSHA will monitor the operation of this plan to assure that continued approval is merited. Any person may make a complaint regarding Vermont’s administration of this plan directly to the Occupational Safety and Health Administration, John F. Kennedy Federal Building, Room E-340, Boston, MA, 02203, Telephone (617) 565-9860.

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

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

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

Project WorkSAFE
Department of Labor
5 Green Mountain Drive
P. O. Box 488
Montpelier, Vermont 05601-0488
Telephone (888) SAFE-YES
Toll-free at 1-888-723-3937.
### Employment Protections for Victims of Crime

#### 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.

#### 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
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
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)
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).
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

WC-9 (06/17)
CHILD LABOR POSTER

NON AGRICULTURAL EMPLOYMENT:
Children Age 14 and 15 MAY NOT work in any of the hazardous occupations above and may not work in communications or public utilities jobs, construction or repair jobs, driving a motor vehicle or helping a driver, manufacturing and mining occupations, power-driven machinery or hoisting apparatus other than typical office machines, processing occupations, public messenger jobs, transporting of persons or property, workrooms where products are manufactured, mined or processed, or warehousing and storage.

Children Age 14 and 15 MAY work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

No more than 3 hours on a school day or 18 hours in a school week; 8 hours on a non-school day or 40 hours in a non-school week. Also, work may not begin before 7 a.m. or end after 7 p.m., except from June 1 through Labor Day, when evening hours are extended to 9 p.m. Different rules apply in agricultural employment.

Examples of permitted jobs include office, grocery store, retail store, restaurant, movie theater, baseball park, amusement park, or gasoline service station.

Children Age 16 - 18
An employee must be at least 16 years old to work in most non-farm jobs. No person less than 18 years old may work in any occupation declared hazardous by the Secretary of the USDOL or the Commissioner of 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, fallng, 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).

WH-4 (9/07)
NOTICE

SEXUAL HARASSMENT IS ILLEGAL

and is prohibited by THE VERMONT FAIR EMPLOYMENT PRACTICES ACT (VF EPA) (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 THEREFORE 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 PROUDLY 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