

Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.



2026 LABOR POSTERS

These labor posters are also located on the District website: www.wcuusd.org

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Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your employer **may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your employer **must:**

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer **cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer **must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your employer **must notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit [dol.gov/fmla](https://www.dol.gov/fmla) to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME



Sus derechos como empleado según la Ley de Licencia Médica y Familiar

¿Qué es una licencia de FMLA?

La Ley de Licencia Familiar y Médica (FMLA, por sus siglas en inglés) es una ley federal que proporciona al personal elegible **licencias con protección del empleo** por razones familiares y médicas que califiquen. La División de Horas y Salarios (WHD, por sus siglas en inglés) del Departamento de Trabajo de EE. UU. hace cumplir la FMLA para la mayoría del personal.

El personal elegible puede tomarse licencias de FMLA de hasta 12 semanas de trabajo en un periodo de 12 meses por:

- El nacimiento, la adopción o la ubicación de hogar adoptivo de un niño o niña,
- Un problema grave de salud mental o físico que le impide trabajar,
- El cuidado de su cónyuge, hijos, hijas o padres con enfermedades mentales o físicas graves, y
- Ciertas razones que califican, relacionadas con la asignación de su cónyuge, hijo, hija, padre o madre en el servicio militar.

El personal que sea cónyuge, hijo, hija, padre, madre o familiar cercano de una persona cubierta en el servicio militar con una lesión o enfermedad grave **puede tomarse una licencia de FMLA de hasta 26 semanas** de trabajo en un solo periodo de 12 meses para cuidar a la persona en servicio.

Puede que usted tenga derecho a usar la licencia de FMLA **en un bloque de tiempo**. Cuando haya una necesidad médica o se permita por otro motivo, puede tomar una licencia de FMLA de forma **intermitente en bloques separados, o con un horario reducido trabajando** menos horas al día o a la semana. Lea la hoja informativa #28M(c) para obtener más información.

La licencia de FMLA **no es una licencia paga**, pero usted puede elegir, o puede que su empresa le exija, utilizar cualquier licencia paga proporcionada por la empresa si la política de licencias de su empresa cubre el motivo por el cual necesita una licencia de FMLA.

¿Soy elegible para tomar una licencia de FMLA?

Usted es **elegible** si aplican **todas** las siguientes condiciones:

- Trabaja para una empresa cubierta, **y**
- Ha trabajado para su empresa durante al menos 12 meses, **y**
- Tiene al menos 1250 horas de servicio para su empresa durante los 12 meses previos a su licencia, **y**
- Su empresa tiene al menos 50 integrantes del personal dentro de las 75 millas desde su lugar de trabajo.

El personal de tripulación de vuelo tiene requisitos de "horas de servicio" diferentes.

Trabaja para una **empresa cubierta** si aplica **una** de las siguientes condiciones:

- Trabaja para una empresa privada que tiene al menos 50 integrantes del personal durante al menos 20 semanas laborales en el año actual o anterior, **o**
- Trabaja para una escuela primaria o secundaria pública o privada, **o**
- Trabaja para una agencia pública, como una agencia gubernamental local, estatal o federal. La mayoría del personal está cubierta por el Título II de la FMLA, administrada por la Oficina de Administración de Personal.

¿Cómo solicito una licencia de FMLA?

En general, **para solicitar una licencia de FMLA usted debe:**

- Seguir las políticas regulares de su empresa para solicitar licencias
- Avisar con al menos 30 días de anticipación que necesita una licencia de FMLA
- Si no es posible avisar con anticipación, avisar tan pronto sea posible

Usted **no tiene obligación de compartir un diagnóstico médico**, pero debe proporcionar información suficiente para que su empresa pueda determinar si la licencia califica para la protección de la FMLA. Usted también **debe informar a su empresa si se tomó una licencia de FMLA anteriormente** o se aprobó por el mismo motivo al solicitar una licencia adicional.

Su **empresa puede solicitar certificación** de un prestador de atención médica para verificar la licencia médica y puede solicitar certificación de una exigencia que califique.

La FMLA no afecta ninguna ley federal o estatal que prohíba la discriminación, ni invalida ninguna ley estatal o local o acuerdo colectivo que proporcione mayores derechos de licencia familiar o médica.

El personal estatal puede estar sujeto a ciertas limitaciones al buscar demandas directas con respecto a licencias por sus propias condiciones graves de salud. La mayor parte del personal federal y cierta parte del congresional también está cubierta por la ley, pero está sujeta a la jurisdicción de la Oficina de Administración de Personal de EE. UU. o al Congreso.

¿Qué debe hacer mi empresa?

Si usted es elegible para una licencia de FMLA, su empresa debe:

- Permitirle que se ausente del trabajo con su empleo protegido, por un motivo que califique, **y**
- Continuar su plan de cobertura grupal de salud mientras se encuentra de licencia, de la misma forma que si no estuviera de licencia, **y**
- Permitirle regresar al mismo empleo, o a un empleo virtualmente igual con el mismo salario, los mismos beneficios y otras condiciones de trabajo, incluidos los turnos y la ubicación, al finalizar su licencia

Su empresa **no puede interferir con sus derechos de la FMLA** ni amenazar ni castigarle por ejercer sus derechos en virtud de la ley. Por ejemplo, su empleador no puede tomar represalias contra usted por solicitar una licencia de FMLA o cooperar con una investigación de WHD.

Tras tomar conocimiento de que su necesidad de tomar una licencia es por un motivo que califica según la FMLA, su empresa debe confirmar si usted es elegible o no para la licencia de la FMLA. Si su empresa determina que usted es elegible, su empresa debe notificarle por escrito:

- Sobre sus derechos y responsabilidades en virtud de la FMLA, **y**
- Qué parte de su licencia solicitada, si la hubiera, será protegida por la FMLA

¿Dónde puedo encontrar más información?

Llame al **1-866-487-9243** o visite dol.gov/agencias/whd/fmla para conocer más.

Si cree que sus derechos según la FMLA han sido violados, puede presentar una denuncia ante la WHD o presentar una demanda privada contra su empresa en la corte. **Escanee el código QR para conocer más sobre el proceso de denuncias de la WHD.**



DIVISIÓN DE HORAS Y SALARIOS
DEPARTAMENTO DE TRABAJO DE LOS EE.UU.
1-866-487-9243
dol.gov/agencias/whd/espanol

Parental and Family Leave

21 V.S.A. § 472

Vermont's **Parental Leave Law** covers employers with 10 or more workers who work an average of 30 hours per week. Vermont's **Family Leave Law** covers employers with 15 or more workers who work on average 30 hours per week in 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 pregnancy and/or after childbirth, or within a year following placement of a child under 16 years of age with the worker for the purpose of adoption;
- **Family Leave:** for 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.

In addition to the leave provided in 21 V.S.A. § 472, a worker is entitled to unpaid **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):

Short-Term Family Leave: to participate in preschool or school activities related to the academic advancement of the worker's child, stepchild, foster child, or ward; to attend or accompany the worker's child, stepchild, foster child, or ward, or the worker's parent, spouse or parent-in-law to medical or dental appointments; to accompany the worker's parent, spouse, or parent-in-law to services related to their care and well-being; to respond to a medical emergency involving the employee's child, stepchild, foster child, ward, 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 anticipated dates 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 leave is to be taken, unless waiting could have a significant adverse impact.

A worker may use sick leave, vacation leave, or other accrued paid leave during the leave, up to six weeks. The employer may not require the worker to use accrued leave. Accrued paid leave use does not extend parental and family leave beyond 12 weeks.

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, a worker must be offered the job held previously or a comparable one at equal pay, benefits, and seniority.

Exceptions: a worker is not entitled to leave if the employer can prove by clear and convincing evidence that:

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

VERMONT PROTECTS EMPLOYEES 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 not a state employee) lodge a complaint with the Office of the Attorney General, or (if a state employee) with the Vermont Human Rights Commission. The agencies may investigate and bring court action to enforce this law.

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Vermont Department of Labor
P.O. Box 488, Montpelier, VT
Labor.Complaints@vermont.gov
(802) 828-4000 | Fax: (802) 865-7655



Vermont's Expanded Unpaid Family & Parental Leave

Vermont has expanded access to unpaid leave under the Parental and Family Leave Act (21 V.S.A. §§ 471–472a). This update broadens eligibility, leave types, and covered employers.

Covered Employers

- Parental, Bereavement, Safe, and Qualifying Exigency Leave: Required for employers with 10+ employees working 30 hours per week
- Family Leave: Required for employers with 15+ employees who work 30+ hours per week

Covered Employees

- Parental, Bereavement, Family, and Qualifying Exigency Leave: Employees who work 30+ hours per week for at least one year
- Safe Leave: Employees that work 20+ hours per week for at least six months

→ Who is a “Family Member”?

- A child, parent, grandparent, grandchild, sibling, spouse, civil union or domestic partner

→ Employer Rights & Duties

- May ask an employee for documentation establishing the family relationship and for the need for leave
- Must provide unchanged worker benefits during leave
- Must offer previous job or comparable job at equal pay, benefits, and seniority at leave's end

→ Employee Rights & Duties

- Must provide reasonable leave notice
- May use accrued paid leave or short-term disability leave
- May sue to enforce or recover damages for violations
- State employees may lodge a complaint with the Human Rights Commission
- Non-state employees may lodge a complaint with the Attorney General

Types of Leave

Parental Leave

- Miscarriage or childbirth recovery, to care for or bond with a biological, foster, or adopted child within the first year of birth or placement

Safe Leave

- Victim of domestic violence, stalking, or sexual assault of themselves or a family member for medical care, recovery, safety planning, relocation, or meeting with a law enforcement

Bereavement Leave

- Death of a family member or settling of an estate; two weeks (10 workdays) of leave (and no more than 5 consecutive) within one year of the death

Family Leave

- Personal health conditions or those of a family member

Qualifying Exigency

- Active-duty military deployment, return, and other related activities for themselves or a family member (full list can be found at 29 C.F.R. § 825.126)

Short-Term Family Leave

- Activities for family members including: certain preschool and school activities, routine medical and dental appointments, care and well-being professional services appointments, and medical emergencies



THE PREGNANT WORKERS FAIRNESS ACT (PWFA)

Prepare for this new law before it goes into effect on June 27, 2023.

WHAT IS IT?

The PWFA requires covered employers to provide "reasonable accommodations" to a worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an "undue hardship."



of working women will become pregnant while employed at some time in their lives.

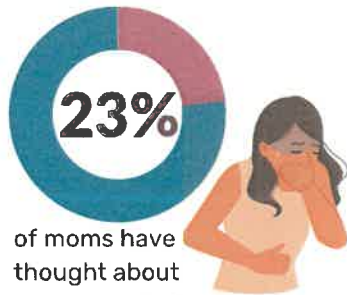
SOURCE: US Census Bureau, Maternity Leave and Employment Patterns: 1961-2008, 2011

8 IN 10



first-time pregnant women work until their final month of pregnancy.

SOURCE: U.S. Congress, Pregnant Workers Fairness Act, 2021, www.congress.gov/117/crpt/hrpt27/CRPT-117hrpt27.pdf



of moms have thought about leaving a job due to a lack of reasonable accommodation or fear of discrimination from an employer during pregnancy, according to one survey.

SOURCE: Bipartisan Policy Center: Morning Consult Poll, February 11, 2022

TIP FOR EMPLOYERS:

Train supervisors about the PWFA so they are ready when they get reasonable accommodation requests.

Examples of reasonable accommodations that may be available to workers:

- Offering additional, longer, or more flexible breaks to eat, drink, rest, or use the restroom
- Changing a work schedule, such as having shorter hours, part-time work, or a later start time



- Changing food or drink policies to allow a worker to have a water bottle or food



- Providing leave for medical appointments or to recover from childbirth



Learn more at EEOC.gov



Accommodations for Pregnant Employees in Vermont

21 V.S.A. § 495k

What is the law?

An employee with a pregnancy-related condition has a right to reasonable accommodations in the workplace to perform their 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.

Effective Date: 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 that 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 breastfeeding
- Assistance with specific duties, such as manual labor or heavy lifting
- Time off to recover from medical conditions related to pregnancy or childbirth

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Employment Protections for Victims of Crime

21 V.S.A. § 472c

What is the law?

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

Effective as of: July 1, 2022

Who is an alleged victim?

An “alleged victim” is a person whom a prosecutor or other law enforcement official alleges, in a filed affidavit, has sustained:

- Physical, emotional, or financial injury or death
- As direct result of commission or attempted commission of a crime
- As direct result of commission or attempted commission of delinquency

Employee Rights

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

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

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

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Vermont Sexual Harassment Notice

SEXUAL HARASSMENT IS ILLEGAL

Sexual harassment is illegal and prohibited by the *Vermont Fair Employment Practices Act (VFEPa)* (21 V.S.A. §§ 495 - 496a) and *Title VII of the Civil Rights Act of 1964* (42 U.S.C.A. § 2000e et seq.).

Vermont law protects all workers, not just employees. 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" should be understood to apply to work agreements beyond the traditional employer-employee relationship.

Sexual Harassment is a form of sex discrimination and refers to unwelcome sexual advances, requests for sexual favors, and other verbal, physical, written, auditory, or visual conduct of a sexual nature when:

- a. Submission to that conduct is made either explicitly or implicitly a term or condition of work; or
- b. Submission to, or rejection of, such conduct by an individual is used as a component of the basis for work related decisions affecting that individual; or
- c. The conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.

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

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

Employers **MUST** ensure a workplace free from sexual harassment for individuals performing work or services. Every employer must promptly respond to or report complaints of sexual harassment or suspected sexual harassment.

Examples of sexual harassment include: unwelcome sexual advances, suggestive or lewd remarks, and unwanted hugs, touches, or kisses; requests for sexual favors, pornographic posters, cartoons, and drawings; unwelcome sexual jokes.

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 they have been sexually harassed or retaliated against for reporting sexual harassment are encouraged to report the situation as soon as possible to one or more of the following.

- a. His or her supervisor;
- b. _____ (the head of this organization);
- c. The person who is designated to receive such complaints and reports:
Name and Title: _____
Address and Telephone Number _____

The employer will promptly investigate and respond to all reports and knowledge of sexual harassment.

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U.S. Department of Labor



Job Safety and Health

IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



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



Departamento de Trabajo
de los EE. UU.



Seguridad y Salud en el Trabajo

¡ES LA LEY!

Todos los trabajadores tienen el derecho a:

- Un lugar de trabajo seguro.
- Decir algo a su empleador o la OSHA sobre preocupaciones de seguridad o salud, o reportar una lesión o enfermedad en el trabajo, sin sufrir represalias.
- Recibir información y entrenamiento sobre los peligros del trabajo, incluyendo sustancias tóxicas en su sitio de trabajo.
- Pedir una inspección confidencial de OSHA de su lugar de trabajo si usted cree que hay condiciones inseguras o insalubres. Usted tiene el derecho a que un representante se comunique con OSHA en su nombre.
- Participar (o su representante puede participar) en la inspección de OSHA y hablar en privado con el inspector.
- Presentar una queja con la OSHA dentro de 30 días (por teléfono, por internet, o por correo) si usted ha sufrido represalias por ejercer sus derechos.
- Ver cualesquiera citaciones de la OSHA emitidas a su empleador.
- Pedir copias de sus registros médicos, pruebas que miden los peligros en el trabajo, y registros de lesiones y enfermedades relacionadas con el trabajo.

Este cartel está disponible de la OSHA para gratis.

Llame OSHA. Podemos ayudar.

Los empleadores deben:

- Proveer a los trabajadores un lugar de trabajo libre de peligros reconocidos. Es ilegal discriminar contra un empleado quien ha ejercido sus derechos bajo la ley, incluyendo hablando sobre preocupaciones de seguridad o salud a usted o con la OSHA, o por reportar una lesión o enfermedad relacionada con el trabajo.
- Cumplir con todas las normas aplicables de la OSHA.
- Notificar a la OSHA dentro de 8 horas de una fatalidad laboral o dentro de 24 horas de cualquier hospitalización, amputación, o pérdida de ojo relacionado con el trabajo.
- Proporcionar el entrenamiento requerido a todos los trabajadores en un idioma y vocabulario que pueden entender.
- Mostrar claramente este cartel en el lugar de trabajo.
- Mostrar las citaciones de la OSHA acerca del lugar de la violación alegada.

Servicios de consulta en el lugar de trabajo están disponibles para empleadores de tamaño pequeño y mediano sin citación o multa, a través de los programas de consulta apoyados por la OSHA en cada estado.



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

Safety Records Notice

21 V.S.A. § 691a

POSTING OF SAFETY RECORDS NOTICE TO EMPLOYEES

All Vermont employers must advise their employees that they may review the employer's record of workplace safety, including workplace injury and illness, and where that information may be found. The employer's data shall be available for review by any employee and by the Commissioner of Labor. This information shall not otherwise be publicly accessible.

The employer's data is available at:

Central Office, 1130 Gallison Hill Road, Montpelier, VT

Employer Contact:

Holly Poulin

Work Telephone: 802-229-0553 x1305

Email: hpoulin@u32.org

THIS IS A MANDATORY POSTER

Vermont Department of Labor
P.O. Box 488, Montpelier, VT
Labor.Complaints@vermont.gov
(802) 828-4000 | Fax: (802) 865-7655



Vermont's Earned Sick Time Act

21 V.S.A. § 482

How is sick time earned?

An employee earns one hour of earned sick time for every 52 hours of actual work, including overtime. An employee will also be entitled to use up to 40 hours in 2025 and subsequent years.

How can sick time be used?

Sick time may be used when an employee or employee's child, parent, grandparent, spouse, or parent in-law is sick or injured. This includes obtaining healthcare or traveling to related appointments or to address the effects of domestic violence, sexual assault, or stalking. Earned sick time may be used to care for a family member because local schools or businesses are closed for public health or safety reasons.

When does accrual begin?

An employee begins accruing sick leave on January 1st, 2025, or on the first day of employment, whichever comes later.

When will paid sick time be available to use?

An employer may allow use of earned sick time as it accrues or may impose a waiting period of up to one year or 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 and certain seasonal and part-time employees.

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Employer's Liability and Workers' Compensation

This employer, Washington Central Unified Union School District , has complied with the provisions of 21 V.S.A. § 687, by obtaining Workers' Compensation Insurance coverage through:

Aim Mutual
(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 their 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 provide a copy of Form 1 to the injured worker and 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 injury.
- Information concerning injured worker rights and benefits is available on the Department's Workers' Compensation Division website at <http://www.labor.vermont.gov> or by calling (802) 828-2286.

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Workers' Compensation Reinstatement Rights Notice

21 V.S.A. § 643b Reinstatement

An employer who regularly employs 10 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;
2. The worker keeps the employer informed of his or her interest in reinstatement and his or her current mailing address;
3. The worker had an expectation of continuing work had injury not occurred; and
4. The worker is physically capable of performing either their 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. Such benefits need not accrue **during** the period of actual disability.

Please note that the right to reinstatement applies only to the first **available** suitable job. Thus, the employer is not obligated either to create an “extra” position for a returning worker or to layoff a current employee in order to comply with this law.

Questions regarding the above should be referred to the Vermont Department of Labor, Workers' Compensation and Safety Division at 802-828-2286 or our website: www.labor.vermont.gov.

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EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

\$7.25

 PER HOUR

BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

OVERTIME PAY At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

PUMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for her nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements.
- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
www.dol.gov/agencies/whd



EMPLOYEE RIGHTS

FOR WORKERS WITH DISABILITIES PAID AT SUBMINIMUM WAGES

This establishment has a certificate authorizing the payment of subminimum wages to workers who are disabled for the work they are performing. Authority to pay subminimum wages to workers with disabilities generally applies to work covered by the **Fair Labor Standards Act (FLSA)**, **McNamara-O'Hara Service Contract Act (SCA)**, and/or **Walsh-Healey Public Contracts Act (PCA)**. Such subminimum wages are referred to as "commensurate wage rates" and are less than the basic hourly rates stated in an SCA wage determination and/or less than the FLSA minimum wage of **\$7.25 per hour**. A "commensurate wage rate" is based on the worker's individual productivity, no matter how limited, in proportion to the wage and productivity of experienced workers who do not have disabilities that impact their productivity when performing essentially the same type, quality, and quantity of work in the geographic area from which the labor force of the community is drawn.

Employers shall make this poster available and display it where employees and the parents and guardians of workers with disabilities can readily see it.

WORKERS WITH DISABILITIES

Subminimum wages under section 14(c) are not applicable unless a worker's disability actually impairs the worker's earning or productive capacity for the work being performed. The fact that a worker may have a disability is not in and of itself sufficient to warrant the payment of a subminimum wage.

For purposes of payment of commensurate wage rates under a certificate, a worker with a disability is defined as: An individual whose earnings or productive capacity is impaired by a physical or mental disability, including those related to age or injury, for the work to be performed.

Disabilities which may affect productive capacity include an intellectual or developmental disability, psychiatric disability, a hearing or visual impairment, and certain other impairments. The following do not ordinarily affect productive capacity for purposes of paying commensurate wage rates: educational disabilities; chronic unemployment; receipt of welfare benefits; nonattendance at school; juvenile delinquency; and correctional parole or probation.

WORKER NOTIFICATION

Each worker with a disability and, where appropriate, the parent or guardian of such worker, shall be informed orally and in writing by the employer of the terms of the certificate under which such worker is employed.

KEY ELEMENTS OF COMMENSURATE WAGE RATES

- **Nondisabled worker standard**—The objective gauge (usually a time study of the production of workers who do not have disabilities that impair their productivity for the job) against which the productivity of a worker with a disability is measured.
- **Prevailing wage rate**—The wage paid to experienced workers who do not have disabilities that impair their productivity for the same or similar work and who are performing such work in the area. Most SCA contracts include a wage determination specifying the prevailing wage rates to be paid for SCA-covered work.
- **Evaluation of the productivity of the worker with a disability**—Documented measurement of the production of the worker with a disability (in terms of quantity and quality).

The wages of all workers paid commensurate wages must be reviewed, and adjusted if appropriate, at periodic intervals. At a minimum, the productivity of hourly-paid workers must be reevaluated at least every six months and a new prevailing wage survey must be conducted at least once every twelve months. In addition, prevailing wages must be reviewed, and adjusted as appropriate, whenever there is a change in the job or a change in the prevailing wage rate, such as when the applicable state or federal minimum wage is increased.

WIOA

The Workforce Innovation and Opportunity Act of 2014 (WIOA) amended the Rehabilitation Act by adding section 511, which places limitations on the payment of subminimum wages to individuals with disabilities by mandating the completion of certain requirements prior to and during the payment of a subminimum wage.

EXECUTIVE ORDER 13658

Executive Order 13658, Establishing a Minimum Wage for Contractors, established a minimum wage that generally must be paid to workers performing on or in connection with a covered contract with the Federal Government. Workers covered by this Executive Order and due the full Executive Order minimum wage include workers with disabilities whose wages are calculated pursuant to certificates issued under section 14(c) of the FLSA.

FRINGE BENEFITS

Neither the FLSA nor the PCA have provisions requiring vacation, holiday, or sick pay nor other fringe benefits such as health insurance or pension plans. SCA wage determinations may require such fringe benefit payments (or a cash equivalent). Workers paid under a certificate authorizing commensurate wage rates must receive the full fringe benefits listed on the SCA wage determination.

OVERTIME

Generally, if a worker is performing work subject to the FLSA, SCA, and/or PCA, that worker must be paid at least 1 1/2 times their regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR

Minors younger than 18 years of age must be employed in accordance with the child labor provisions of the FLSA. No persons under 16 years of age may be employed in manufacturing or on a PCA contract.

PETITION PROCESS

Workers with disabilities paid at subminimum wages may petition the Administrator of the Wage and Hour Division of the Department of Labor for a review of their wage rates by an Administrative Law Judge. No particular form of petition is required, except that it must be signed by the worker with a disability or his or her parent or guardian and should contain the name and address of the employer. Petitions should be mailed to: Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue NW, Washington, D.C. 20210.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
www.dol.gov/whd



Vermont Minimum Wage Notice

21 V.S.A. § 384

MINIMUM WAGE FOR VERMONT EMPLOYERS AND WORKERS

Minimum Wage Rate

Effective 01/01/26	\$14.42 per hour
Effective 01/01/25	\$14.01 per hour
Effective 01/01/24	\$13.67 per hour

Basic Wage Rate (Tipped Employees)

Effective 01/01/26	\$7.21 per hour
Effective 01/01/25	\$7.01 per hour
Effective 01/01/24	\$6.84 per hour

Maximum Tip Credit Allowed

Effective 01/01/26	\$7.21 per hour
Effective 01/01/25	\$7.00 per hour
Effective 01/01/24	\$6.83 per hour

Additional Information

Service or Tipped Employees: “A service or tipped employee” is 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: 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.

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Child Labor Law

21 V.S.A. § 434

Non-Agricultural Employment

Children ages 14 and 15 MAY NOT work in hazardous occupations and may not work in communications or public utilities jobs, construction or repair jobs, drive a motor vehicle, manufacturing and mining jobs, power-driven machinery or hoisting apparatus other than typical office machines, processing occupations, public messenger jobs, transporting persons or property, workrooms where products are manufactured, mined or processed, or warehoused and stored.

Children ages 14 and 15 MAY work outside of 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;
- Work may not begin before 7 a.m. or end after 7 p.m.;
- From June 1 through Labor Day, hours are extended to 9 p.m.;
- Permitted jobs include office, grocery store, retail store, restaurant, amusement park, or gasoline station.

Children Ages 16 - 18

An employee must be at least 16 years old to work most jobs. No person less than 18 years old may work in hazardous occupations.

Hazardous Occupations

Manufacturing and storing explosives, driving a motor vehicle and being an outside helper on a motor vehicle; coal mining, logging and saw-milling, 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, 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.

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

Agricultural Employment

Once a person turns **16 years old**, they 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 old** 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 their child, and only in non-hazardous jobs.

If the youth is **younger than 12**, they can only work in agriculture on “small” farms that are exempt from minimum wage requirements. “Small” farm refers to 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” refers to 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 power-take-off horsepower or connecting or disconnecting parts to such a tractor;
- Operating or helping to operate a 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 non-walking-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 a bull, boar, or stud horse for breeding; a sow with suckling pigs or a cow with newborn calf with an umbilical cord present;
- Loading, unloading, felling, bucking, or skidding timber with a 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.

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Unemployment Insurance

21 V.S.A. §§ 1301-1471

If you have been 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)

For Telecommunications Relay Service: Dial 711

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

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

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

Equal opportunity is the law. The Vermont Department of Labor is an equal opportunity employer that administers equal opportunity programs.

Auxiliary aids and services are available upon request to individuals with disabilities. Free language access assistance is also available.

Call 1-877-214-3330 (Relay 711) if you are in need of these services.

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AND JUSTICE FOR ALL



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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., braille, large print, audiotape, American Sign Language) should contact the responsible State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY).

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Office of the Assistant Secretary for Civil Rights (OASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

email:
program.intake@usda.gov

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La información del programa puede estar disponible en idiomas distintos al inglés. Las personas con discapacidades que requieran medios alternativos de comunicación para obtener información del programa (p. ej., braille, letra grande, cintas de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o comunicarse con el USDA a través del Servicio de Retransmisión de Telecomunicaciones al 711 (voz y TTY).

Para presentar una queja por discriminación en el programa, el reclamante debe completar el formulario AD-3027, el formulario de queja por discriminación en el programa del USDA, que se puede obtener en línea, en <https://www.usda.gov/sites/default/files/documents/ad-3027s.pdf>, desde cualquier oficina del USDA, llamando al (866) 632- 9992 o escribiendo una carta dirigida al USDA. La carta debe tener el nombre, la dirección, el teléfono del reclamante y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al subsecretario de derechos civiles (ASCR) sobre la naturaleza y la fecha de una supuesta violación de los derechos civiles. El formulario AD-3027 o la carta completos deben enviarse al USDA por:

correo:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; o'

correo electrónico:
program.intake@usda.gov

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