

List of Mandatory Posters and Helpful Telephone Numbers

Employers are required to display a number of posters in the workplace, in a location where employees can readily see them. These posters are required by different state and federal agencies and all are available for free from the agency that requires them. Many may be downloaded from the agency website.

Some posting requirements depend on the number of employees the employer has. Others depend on the type of business the employer is engaged in.

MANDATORY WORKPLACE POSTINGS available from the Vermont Department of Labor:

- Employer Liability and Workers' Compensation Poster
- Employer Reinstatement Liability Poster
- Vermont Minimum Wage Poster
- Sexual Harassment Poster
- Parental Leave, Family Leave, and Short-Term Leave Poster
- Safety and Health Protection on the Job Poster
- Child Labor Poster (required only when minors are employed)
- Healthcare Whistleblower Protection Act Poster (required only for hospitals and nursing homes)
- Unemployment Insurance Poster

The above posters and additional information on these topics, may be accessed on our website at www.labor.vermont.gov or by calling 802-828-0267.

MANDATORY WORKPLACE POSTINGS available from other state agencies:

- Workplace Smoking Poster - contact the Vermont Department of Health at 802-863-7220 or toll-free from within Vermont 1-800-439-8550, extension 7220.

MANDATORY WORKPLACE POSTINGS available from the U.S. Department of Labor:

- Employee Polygraph Protection Act Poster
- Equal Employment Opportunity Act Poster
- Uniformed Services Employment and Reemployment Act Poster
- Federal Minimum Wage Poster
- Family and Medical Leave Act Poster
- Job Safety and Health Poster
- Notice to Workers with Disability Poster
- Migrant and Seasonal Agricultural Workers Protection Act Poster

OPTIONAL POSTERS:

Combatting Human Trafficking
<http://www.labor.state.vt.us/>

Contact the U.S. Department of Labor at (866)-4-USA-DOL or go to their website at www.dol.gov/compliance/topics/posters.htm#CA_materials

(See page 2 for additional information on employment topics)

FOR ADDITIONAL INFORMATION ON EMPLOYMENT TOPICS

Civil Rights Unit, Office of the Vermont Attorney General: www.atg.state.vt.us/display.php?smod=4
802-828-3657 - Enforcement of polygraph protection, sexual harassment, employment discrimination, retaliation, parental and family leave and drug testing laws

Division of Vocational Rehabilitation: 802-241-3180 - Americans with Disabilities Act

Immigration & Naturalization: 1-800-755-0777- I-9 forms and information

Internal Revenue Service (IRS): 1-800-829-1040 - Federal tax-related information and forms

Social Security Administration: 802-223-3476 - Long term disability benefits

U.S. Department of Labor Employee Benefits Standards Administration: www.dol.gov/ebsa/

ERISA (Employees Retirement Income Security Act) Division: 617-565-9600

- COBRA insurance coverage law, information, file complaints
- Private sector 401K retirement/pension plans, profit sharing

U.S. Department of Labor Wage & Hour Division: www.dol.gov/whd/

Field Office Burlington, Vermont - 802-951-6283

New England Regional Office - Manchester, New Hampshire - 603-666-7716

- Federal Fair Labor Standards Act (minimum wage, overtime, compensable hours of work)
- Davis Bacon Act (prevailing wage rates)
- Federal Child Labor Information
- Federal Family and Medical Leave Act

Vermont Agency of Human Services: 802-241-2194 or 1-800-786-3214 - Vermont New Hire Help Line

Vermont Department of Labor: 802-828-4000 or www.labor.vermont.gov

- Consumer Price Index
- Cost of Living Increases
- Unemployment Benefits Compensation and Eligibility
- Wage Surveys and Statistics
- Average wage rates for specific job capacities
- Statutory Tax Contributions
- Employee Displacement Unit - Plant closures and massive layoff issues/rights: 802-828-4177
- Vermont Apprenticeship Division: 802-828-4356

Vermont Department of Taxes: 802-828-2865 - Vermont tax-related information and forms

Vermont Occupational Safety and Health Administration (VOSHA): Call 802-828-2765 or email voshainfo@labor.state.vt.us (pamphlet)

Wage and Hour Program: Call 802-828-0267 or email wagehour@vermont.gov

- General Informational pamphlet on overtime, breaks, compensable time, drug testing, vacations, etc.
- Child Labor (Rules and informational pamphlet)
- Minimum Wage (Rules)
- Parental and Family Leave (pamphlet)
- Sexual Harassment (model policy)

Workers' Compensation Program: Call 802-828-2286 or email wcomp@vermont.gov (pamphlet)

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). Interpretative services are available for limited English proficiency customers. For more information please visit: <http://www.dol.gov/oasam/programs/crc/ISpeakCards.pdf>