State Record Retention Requirements – VT



VERMONT

Wage and Hour

Under Vermont law, employers are required to maintain true and accurate records of hours worked for each employee and of wages paid to each employee for 2 years. Employers must also keep reports submitted by service employees indicating the total amount of tips received and retained by the employee during the previous 7-day period. These reports must be kept for 3 years.

Worker Injuries, Health, and Safety:

No requirements

Other Employment Records:

Vermont unemployment law requires employers to maintain records for 3 years.

DOES YOUR STATE GIVE EMPLOYEES A LEGAL RIGHT TO EXAMINE THEIR OWN PERSONNEL FILES?

Employees' Rights:

Employees have no explicit rights, but 12 VSA 1691a (J) may imply a right to examine files.

Former Employees' Rights:

No statutory right

Covered Employers

All employers

Citation to Authority – click link to view statute:

12 VSA 1691a (J) Personnel records