

## Workplace Poster Requirements

Federal and local laws require employers to prominently display certain labor law posters in an appropriate location so that they are highly visible and accessible by all employees. These posters are designed to inform employees of their rights and responsibilities established by law. The following workplace posters or notices must be posted:

- √ Family Medical Leave Act (FMLA)
- √ Equal Employment Opportunity
  - √ Worker's Compensation
- √ Worker's Compensation Certificate
  - √ Wage & Hour
- √ Occupational Safety & Health (OSHA) and
  - √ Polygraph Protection.

Download the required posters on  
[www.usdol.gov/A-Z/posters](http://www.usdol.gov/A-Z/posters)  
or

If you have any questions, about local law,  
e-mail  
Lavern Marsh-Cole



### Contact Us

If you have questions about an employer compliance matter, or wish to schedule an appointment with a Business Service Representative, send your email to [bes@vidol.gov](mailto:bes@vidol.gov).

#### WALK-IN SERVICES

No Appointment Necessary

Employers are encouraged to visit our staff any weekday from 8 a.m. to 4 p.m.

on St. Thomas we are

located at 2353 Kronprindsens Gade.

On St. Croix we are located on the first floor of the complex, 4401 Sion Farm.



VIDOL is an Equal Opportunity Employer with Equal Employer Program/Services

March 2015



**BUSINESS**

**Compliance**

**Quick**

**Reference**



## Division of Unemployment Insurance (UI) Tax Unit

Any individual, partnership, corporation, or other type of organization which employs one or more individuals, full or part-time, are subject to the UI Law. Your contributions (taxes) are used exclusively for payment to individuals who are eligible under the law. The 2015 Tax Rate for new employers is 2.0% for the first 12 quarters.

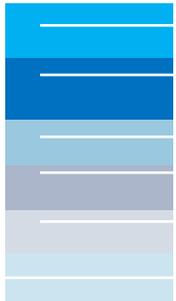
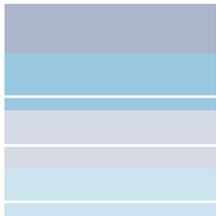
- ✓ Log on to [www.vidol.gov/forms](http://www.vidol.gov/forms) to complete the Employer Registration Form.

Email the form along with a copy of your VI Business License and FEIN from IRS to Veronica Grant, [vrgrant@vidol.gov](mailto:vrgrant@vidol.gov)

for St. Thomas/St. John businesses.

If you are located on St. Croix, send to Krista Edwards [kedwards@vidol.gov](mailto:kedwards@vidol.gov)

*You will received your UI Account Number within 5 business days of receipt of all required documents.*



## Posting of Job Vacancies

In accordance with Act No. 5174, Virgin Islands Code, all employers must post their job openings with the Virgin Islands Department of Labor.

- To register and post your jobs in our electronic workforce system (VIEWS),
- ✓ Log on to [www.vidolviews.org](http://www.vidolviews.org)
  - ✓ Click the home page graphic [Sign In] or click the “Not Registered” link
  - ✓ Under Option 3—Create a User Account
    - ✓ Select Employer
  - ✓ Create a unique user ID and password
    - ✓ Save your ID and password
    - ✓ Fill in all required (\*) fields.

If you need assistance about posting your jobs, or have a compliance assistance question, send an email to our business services group, [bes@vidol.gov](mailto:bes@vidol.gov) and a representative will contact you *within 24 business hours.*

## New Hire Reporting

*Why is new hire reporting required?*

The “Personal Responsibility and Work Opportunity Reconciliation Act” requires employers to report their new hires and re-hires to a New hire reporting directory. The information is also shared with agencies for early detection & prevention of Supplemental Nutrition Assistance Program (SNAP), and Unemployment Insurance fraud.

- ✓ Download the reporting form on [www.vidol.gov/forms](http://www.vidol.gov/forms)
- ✓ E-mail the completed form and any questions to [newhire@vidol.gov](mailto:newhire@vidol.gov)

Failure to submit this report is subject to a civil penalty of \$25 for each such failure, or \$500 if the failure to report is intentional and is the result of an agreement between the employer and employee.

## Workers' Compensation

Workers' Compensation laws requires that employers purchase workers' compensation insurance to ensure that employees who are affected by illness or injury, and their dependants, are protected against significant

hardships in case of injury, illness, or death. The Department of Finance issues Workers' Compensation Insurance.

- ✓ To apply for coverage and pay your premiums on line, log on

to [www.usvifinance.info/Govt.-Insurance](http://www.usvifinance.info/Govt.-Insurance) or to contact the Department of Finance directly at **340/774/4750, ext. 2254**