

**PHYLLIS G. PHILLIPS, ESQ.**  
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Williston, VT 05495  
(802) 363-3126  
Phyllis@MediationWorksVT.com

## **EDUCATION**

Legal **HASTINGS COLLEGE OF THE LAW**  
**UNIVERSITY OF CALIFORNIA**, San Francisco, CA  
Juris Doctor awarded *Magna Cum Laude* 1983  
Admitted to Vermont Bar 1984

Undergraduate **UNIVERSITY OF VERMONT**  
B.A. Psychology awarded *Magna Cum Laude* 1978

## **EMPLOYMENT**

July 2018 – present Owner  
**MEDIATION WORKS, LLC**  
Mediate/arbitrate disputed workers' compensation and civil liability claims. Provide consultative services on workers' compensation-related issues to attorneys, adjusters, employers, and medical providers. Research and prepare presentations as speaker at semi-annual Vermont Department of Labor Workers' Compensation Adjusters' Conference, College of Workers' Compensation Lawyers annual symposium, and/or annual Workers' Comp Care seminars.

Sept. 2022 – present **UNIVERSITY OF VERMONT**  
Contracted to mediate and/or investigate, hear, and decide employment discrimination and sexual harassment claims upon referral from university's Affirmative Action and Equal Opportunity office. Interview parties and witnesses, summarize evidence, research applicable law, and issue report to administrators.

Dec. 2021 – present **VERMONT STATE UNIVERSITY**  
Contracted to conduct formal hearings pursuant to Title IX Sexual Harassment regulations. Ensure appropriate direct and cross examination of complainants and respondents, most of whom appear *pro se*. Review evidence, research applicable law, issue decision, and offer advice to administrators as to appropriate sanctions.

April 2019 – present **VERMONT RETAIN**  
Contracted consultant providing support to grant-funded multi-disciplinary project aimed at preventing work disability among injured or ill Vermonters. Assist work-health coaches on legal issues related to workers' compensation and other financial safety net programs, serve as liaison to Vermont Department of Labor, collaborate on training and resource development efforts, and mediate conflicts among project team members.

Dec. 2006 – June 2018 Administrative Law Judge  
**VERMONT DEPARTMENT OF LABOR**  
Conducted formal hearings in disputed workers' compensation, administrative penalty, and wage and hour claims. Duties included resolving discovery disputes, hearing testimony, reviewing medical and documentary evidence, researching legal issues, and drafting decisions for Commissioner's signature. Ancillary duties included reviewing proposed legislation, drafting administrative

## Phyllis G. Phillips, Esq.

rules, supervising less senior administrative law judge, and presenting at semi-annual workers' compensation adjusters' conference.

- May 2003 – Dec. 2006 Business consultant  
**WORKERS' COMPENSATION CONSULTING SERVICES**  
Williston, Vermont  
Provided workers' compensation consulting services to Vermont businesses, insurance carriers and attorneys. Researched and authored legislatively commissioned reports on various workers' compensation-related issues.
- July 1995 – April 2003 Co-owner  
**WORKERS RISK SERVICES, INC.**  
Burlington, Vermont  
Oversaw all operational aspects for Vermont-based workers' compensation insurance company with annual premium volume of \$10-\$15 million. Performed budgeting and business planning to ensure continued vitality of business. Assisted in marketing efforts with independent insurance agents. Supervised claims adjusters and nurse case managers. Provided education, training, legal support, and representation for insured employers.
- July 1992 - July 1995 Partner  
**McCORMICK, FITZPATRICK & MERTZ, P.C.**  
Burlington, Vermont  
Varied civil practice caseload with emphasis on workers' compensation defense and consulting for employers and insurance carriers.
- Sept. 1989 - July 1992 Workers' Compensation Director  
**VERMONT DEPARTMENT OF LABOR & INDUSTRY**  
Montpelier, Vermont  
Administered all aspects of Vermont's workers' compensation program. Managed 11-person staff and \$525,000 budget. Performed quasi-judicial function, arbitrating disputes between claimants and insurance carriers. Drafted legislation and testified before legislative committees. Conducted educational seminars and fulfilled public speaking engagements for organized labor, business groups, employers, and attorneys. Drafted Claimant's and Employer's Guides to Workers' Compensation in Vermont.

## PUBLICATIONS

Huyck K., McDonough C., Kennedy D., Phillips P., Haig A., **“Return to Work in the Pandemic – Considerations beyond Infection,”** *Physical Medicine & Rehabilitation Journal (PM&R)*, Nov. 30, 2020, <https://doi.org/10.1002/pmrj.12528>.

## OTHER ACTIVITIES

Diplomate, National Academy of Distinguished Neutrals, 2020-present  
Fellow, College of Workers' Compensation Lawyers, 2017-present  
Jenna's Promise, Board of Directors, 2024-present  
Kids' Chance of Vermont, Board of Directors, 2014-2024  
Vermont Department of Health, Uniform Pain Management System Advisory Council, 2015-2018  
United Way of Chittenden County, Board of Directors, 2004-2010  
Citizen, Red Sox Nation, 1967-present