



## 8004.1 Child Labor Administrative Regulations

**Effective Date: June 5, 2009**

### **Procedure:**

1. While complex Federal and State laws regulate the employment of children under the age of 18, the more strict of the two has precedence.
2. Work Permits – JCS will obtain work permits for any individual less than 18 years of age it wishes to employ. Public school officials of the district in which the children reside issue these certificates and permits.
3. JCS students who are hired by JCS will receive their work permit from JCS.
4. Employers are required to maintain all permits for any minor employed. This record must contain the name of the school district issuing the permit, the minor's birth date, the date the permit was issued, the permit number and the minor's occupation. Employers who employ minors between ages 14 and 18 must semi-annually report the name, age, residence and name of parent or guardian of every minor in his or her employ to the minor's school. The Director of Human Resources or their designee is responsible for carrying out the requirements of this section.
5. Under California law, there are restrictions on the occupations in which minors may be employed and limitations on the number of hours they may work. The Director of Human Resources will advise the minor's supervisor of these restrictions at the time of hire, and will periodically review the minor's work circumstances to ensure compliance.
6. Hazardous and Restricted Occupations:
  - a. Minors Under 18 – Occupations involving work with electrical wiring; proximity to most types of power-driven machinery. May not be employed in the operation or management of hoisting machines, or in the oiling or the cleaning of machinery in motion; in the manufacture of paints, colors or white lead in any capacity; in preparing compositions in which dangerous leads or acids are used; or in any other occupation determined by the Department of Labor and Industry to be dangerous to life or limb, or injurious to the health or morals of a minor.
  - b. Minors Under 16 – Building trades involving heavy work, and work around scaffolding and ladders; window cleaning above ground level. May not be employed in connection with any manufacturing of mechanical occupation or process; on highways that are open to the public for vehicular travel; in operating motor vehicles; in window cleaning above ground level; or in heavy work in the building trades.
7. Restricted Hours

- a. Minors Under 18 – No more than 8 hours per day; no more than 44 hours per week during summer vacation; no more than 28 hours of work during a school week (Monday through Friday) when the minor is enrolled in a regular day school and is working outside school hours (additional hours may be worked on weekend); no more than 6 consecutive days of work; no more than 5 hours of continuous work without lunch break of at least 30 minutes in duration; may not be employed between 12 a.m. and 6 a.m. during school week (Sunday through Thursday night); but may be employed until, but not after 1 a.m. on Fridays and Saturdays, and on days preceding school holidays or vacations occurring during school year, except last day of vacation. NOTE : A minor who is 17 years old, who is a high school graduate or who is declared to have attained his academic potential by the Executive Director of the School shall be deemed not to be a minor less than 18 years of age for purposes of the Act
  - b. Minors ages 14 and 15 – If enrolled in school and working outside school hours, minors under age 16 may not work more than 4 hours on a school day; may not work more than 8 hours on any day; may not work more than 18 hours during school week (Monday through Friday) (additional hours may be worked on weekend); or may not work between 7 p.m. and 7 a.m. in any establishment or occupation except farm work or domestic service. However, minors under age 16 may be employed during summer vacation (period from June 1 to Labor Day) from 7 a.m. to 10 p.m. NOTE: Under the federal law, 14 and 15 year old employees may not work more than 3 hours on a school day, 18 hours in a school week, 8 hours on a non-school day, or 40 hours in a non-school week. The federal law requires that such employees may only work between 7 a.m. and 7 p.m., except during the summer (June 1 through Labor Day) when the children may work until 9 p.m.
  - c. Minors 14 and Older – Minors who are age 14 or older may be employed as part of a recognized school work program which, when combined with school hours, do not exceed 8 hours per day. However, work must be between 7a.m. and 1 hour following the end of the school day or any regular school day of the school district in which the minor is a resident.
  - d. No minor under 18 may work for more than 5 continuous hours without a lunch period of at least 30 minutes.
  - e. There is no night work limit for minors between 16 and 18 during summer vacations, nor for minors legally excused from school attendance. Newspaper carriers over 14 may work between 6 a.m. and 8 p.m.
8. Posting – Employers of minors under 18 must conspicuously post a summary of the child labor laws; employers of minors must keep records and reports on a form approved by the Superintendent of Public Instruction for all employees under 19; and must report to the issuing officer twice a year on January 1 and July 1 . The Director of Human Resources or their designee is responsible for carrying out these requirements.

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