

Working Minor Guidelines

This document is intended to provide school administrators, pastors and cemetery staff information about employment of minors during and after school and through the summer months. Minors under the age of 18 are considered minors and may not work at anything that is hazardous or injurious to their health and well-being including: activities involving flammable substances, gases, vapors or fumes; activities involving driving a school bus, motor van or any motor-propelled vehicle.

Minors under the age of 16 may not work where alcohol is prepared, sold or served. They may not perform outside window washing or any work requiring the use of ladders or scaffolds or hoisting apparatus or any power-driven machinery (other than office machines or equipment.)

Restricted Hours - Minors under the age of 16 may work only during non-school hours and for no more than 3 hours a day on any school day or 18 hours in any week during the school year. They may work for no more than 8 hours on a non-school day. When school is not in session, they may work 40 hours per week.

Work Hours - Minors may work between 7:00 a.m. and 7:00 p.m. during the school year.

Rest Breaks - Any minor under the age of 18 must have a 30 minute rest period for every five consecutive hours worked. The rest period must be documented in the minor's work hour's record.

Work Permits - A work permit is required for every minor between the ages of 14 to 18. Minors 16 or older, however, do not need a work permit for summer employment, so long as the employer obtains a signed consent from the employee's parent or guardian. A work permit must be issued by the school at the student's request, must be kept on file in the workplace, and must be returned to the issuer within 3 days of the student's request or employment termination.

Wage Agreement - The school, parish or cemetery must prepare an agreement that states the rate of pay of the minor and a signed copy should be given to the minor.

Records - The school, parish or cemetery must keep a record of the name, age, date of birth and position held by each minor under the age 18, along with the number of hours worked daily, hours of beginning and ending work, hours of beginning and ending rest periods and wages paid each pay period. These records must be kept for 7 years from the time the record is made.

If you have any questions concerning this matter, please contact Shannon Minch-Hughes (740) 282-3631, Ext. 336 or shughes@diosteub.org