

Connecticut's Working Papers Manual

Guidelines and Procedures for the Employment of Minors in Connecticut



CONNECTICUT STATE DEPARTMENT OF EDUCATION - 2021

Connecticut State Department of Education

Charlene M. Russell-Tucker, Commissioner

Bureau of Health/Nutrition, Family Services and Adult Education

John Frassinelli, Division Director

Marcy Reed, Education Consultant

State of Connecticut

Ned Lamont, Governor

State Board of Education

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Robert Trefry (Ex Officio)

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Charlene M. Russell-Tucker

Acting Commissioner of Education

Secretary, State Board of Education

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Table of Contents

Preface	i
Part A – Certificate of Age Form ED-301: Working Papers	
General Requirements for Issuance	
1. Purpose and Prerequisites for the Certificate of Age Form ED-301	1.
2. Criteria for Issuing a Certificate of Age Form ED-301	2.
3. Authentic Documentation/Evidence of Age	2.
4. Notarized Affidavit of Parent	2.
5. Written Promise of Employment	2.
6. Limitations of the Certificate of Age Form ED-301	3.
7. Employment Not Requiring Certificate of Age Form ED-301	3.
8. Apprenticeship Programs	4.
9. Career Pathways/Cooperative Work Programs.....	4.
10. Child Performers.....	4.
General Operational Procedures	
1. Local Program Operations	5.
2. Obtaining the Electronic Working Papers Form	5.
3. Preparation of the Certificate of Age Form ED-301	5.
4. Designation of Agents	5.
5. Maintenance of Records	6.
6. Programs of Job Training and Work Experience.....	6.
7. Allowable Work Location and Tasks	6.
Part B - Other Connecticut Employment Certificates	
1. Agricultural Work Permit.....	7.
2. Apprenticeship Approval Card	7.
3. Vocational Probation/Parole Employment Permit	7.
4. LED 75-1 Hazardous Occupations.....	7.
Part C – Restrictions Affecting Employment of Minors	
1. Hazardous Employment.....	8.
2. Wages	8.
3. Hours of Employment	8.
4. Employment Involving a Motor Vehicle	8.
5. Exemption from Connecticut Child Labor Laws	8.
Appendices	
1. Appendix A – Sample Certificate of Age Form ED-301	9.
2. Appendix B – Sample of Promise of Employment	10.
3. Appendix C – Vocational Permit, Juvenile Sample of Court’s Written Approval, Promise of Employment for Vocational Permit Only.....	11.
4. Appendix D – General Guidelines and Hours of Employment	14.
5. Appendix E – Prohibited Occupations and Places of Employment	16.
6. Appendix F – Statutes Related to Minor Employment	19.
7. Appendix G – Federal Hazardous Occupation Orders	24.

Preface

The purpose of law relating to the employment of minors is to provide equal protection for both minors and employers. The minor is protected from performing harmful or hazardous work, and the employer is protected from placing a minor into employment based on falsified information.

Additional information relating to labor law is available through the Connecticut Department of Labor (CTDOL), Wage and Workplace Standards Division, 200 Folly Brook Boulevard, Wethersfield, CT 06109. You may also contact the Wage and Workplace Standards Division at 860-263-6791.

The **Certificate of Age Form ED-301** is in compliance with Connecticut statutes and regulations relating to the employment of minors, and the policies set forth by the Connecticut State Board of Education (CSBE) for issuing such certificates. The Connecticut State Department of Education (CSDE), Bureau of Health/Nutrition, Family Services and Adult Education, has been designated as the agent to provide access to these certificates to: superintendents of schools of any local or regional board of education, their designated agents (i.e. issuing agents), or the supervisory agent of a nonpublic school. Section 10-193(a) states that:

The superintendent of schools of any local or regional board of education, or an agent designated by such superintendent, or the supervisory agent of a nonpublic school shall, upon application and in accordance with procedures established by the State Board of Education, furnish, to any person desiring to employ a minor under the age of eighteen years (1) in any manufacturing, mechanical or theatrical industry, restaurant or public dining room, or in any bowling alley, shoe-shining establishment or barber shop, a certificate showing that such minor is sixteen years of age or older, (2) in any mercantile establishment, a certificate showing that such minor is fifteen years of age or older, and (3) at any municipal or private golf course, a certificate showing that such minor is fourteen years of age or older.

Requests for further information relating to these certificates for minors may be directed to Marcy Reed, Education Consultant, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 508, Hartford, CT 06103. You may also contact Marcy at 860-807-2130 or Marcy.Reed@ct.gov.

PART A – Certificate of Age Form ED-301: Working Papers

General Requirements for Issuance

To ensure that there is an effective and timely process for the issuance of the Certificate of Age Form ED-301 to minors seeking employment, the following guidelines are provided to assist the designated issuing agent in issuing the certificates.

1. Purpose and Prerequisites for the Certificate of Age Form ED-301

As outlined in Section 10-193 of the C.G.S., the purpose of the Certificate of Age Form ED-301 is to ensure that individuals under the age of eighteen have proper documentation of their age and are employed in occupations that are acceptable under the law.

The Sample Certificate of Age Form ED-301 (Appendix A) is used as verification of a minor's legal age for employment purposes. The superintendent of schools of any local or regional school district, their designated agents, or the supervisory agent of a nonpublic school, shall issue the Certificate of Age Form ED-301 to any resident minor who desires employment and has met all the requirements for being issued a Certificate. This employment certification is also commonly referred to as "**working papers.**"

In performing their duties as issuing agents of the Certificate of Age Form ED-301, all issuing agents of any local or regional school district must adhere to the following minimum requirements:

- all supporting documents must be authentic, and must not contain any erasures or alterations;
- a minor must have reached the exact age required by law - under no circumstances should a certificate be issued before the required age is reached;
- the Certificate of Age Form ED-301 must be completed in triplicate: one copy for the minor, one copy for the employer, and one copy for the issuing agent's files;
- the Certificate of Age Form ED-301 must be signed by the issuing agent in the appropriate place;
- the issuing agent must maintain a list of all certificates issued which includes the date of issue, name of minor to whom each was issued, and the name and location of the employer;
- the issuing agent must maintain a file for each minor who has applied for or has received a Certificate of Age Form ED-301;
- the file should contain a copy of the signed Certificate of Age Form ED-301, a copy of the signed Promise of Employment (refer to page 3), and other supporting documents, e.g., birth certificate, baptismal certificate, driver's license, etc.; and
- the issuing agent must follow the criteria for issuing a Certificate of Age Form ED-301 as noted on the following page.

PART A – Certificate of Age Form ED-301: Working Papers

2. Criteria for Issuing a Certificate of Age Form ED-301

A minor who wishes to be issued a Certificate of Age Form ED-301 must:

- be 14, 15, 16 or 17 years of age, depending upon the type of employment;
- provide documentation of age or a Notarized Affidavit of Parent;
- provide a written promise of employment signed by the prospective employer;
- have an apprenticeship approval card if applicable; or
- have Certification Form LED 75-1, if the minor is a student enrolled in a CSDE-approved Career Pathways/Cooperative Work Education Program and is assigned to a worksite experience in a potentially hazardous experience as defined by the CTDOL; and
- appear in person at the local education agency (LEA) or the administrative office of the nonpublic school in which the student is enrolled.

3. Authentic Documentation/Evidence of Age

There are various documents which are legally acceptable as proof of a person's age. The following documents are listed in order of preference (e.g., a birth certificate is preferred over a driver's license):

- a birth certificate issued by a town official;
- a baptismal certificate that shows date and place of birth;
- a hospital certificate imprinted with the hospital's name;
- an attending physician's certificate;
- a U.S. Census record supported by a Notarized Affidavit of Parent;
- a Bible record in existence for five years prior to submission;
- a driver's license;
- a passport when month, day and year of birth are listed; or
- official school records.

Persons who were born in a foreign country lacking the documentation may use the following additional sources:

- a vaccination certificate (often used by other countries in lieu of a birth certificate);
- an immigration identification card that includes month, day, and year of birth;
- a United States immigration record that includes month, day, and year of birth; or
- citizenship papers of either the minor or a parent.

4. Notarized Affidavit of Parent

Occasionally, a minor will have a written Promise of Employment, but will be unable to produce the required evidence of age document. In this case, the parent must swear to the minor's correct date of birth (i.e., day, month, and year) in a notarized affidavit. The parent's sworn affidavit may be used as authentic documentation of age.

5. Written Promise of Employment

A Promise of Employment letter is a legal document and must contain all required information including: physical address where the minor will be working, manager name and signature, business contact information, correct hourly wage (as a dollar amount), maximum hours per week (as a number), and a detailed list of tasks to be performed on the job. (No vague job descriptions such as helper, general worker, laborer, maintenance, cleaner, messenger, errand person, gas station attendant or other title should be accepted.) If any changes or alterations appear on the written Promise of Employment, they should be authenticated and verified by the employer's signature adjacent to the change(s). See the Sample Promise of Employment (Appendix B).

PART A – Certificate of Age Form ED-301: Working Papers

A promise of employment should be written on the employer's letterhead. If the employer does not have letterhead, the following are considered acceptable substitutions:

- name, address, and telephone number of the employer, typewritten or stamped at the top of the written Promise of Employment;
- name, address, and telephone number of the employer, typewritten below the signature of the employer; or
- name, address, and telephone number of the employer, legibly handwritten below the signature of the employer.

6. Limitations of the Certificate of Age Form ED-301

The following are some of the limitations that should be considered regarding employment and the issuance of the Certificate of Age Form ED-301:

- Employment in more than one establishment: If a minor is employed by more than one employer, the minor must have a separate, original Certificate of Age Form ED-301 for each employer. The total hours for all jobs may not exceed the allowable hours for the minor's age.
- Out-of-state employment for Connecticut minors: Connecticut's Certificate of Age Form ED-301 is not valid for out-of-state work because the laws and regulations for issuing certificates in other states are not the same as those in Connecticut. If Connecticut minors are planning to work in a different state, they should be advised to apply for their employment certificates using the process governed by the laws and/or regulations of that state. The reverse is also true, in that employment certificates from other states are not valid for work in Connecticut. **EXCEPTION**: If the minor is employed by an out-of-state entity, but the minor is working remotely from his/her home in Connecticut, then Connecticut designees may issue Working Papers, provided that the minor is at least 16.
- Out-of-state minors obtaining employment in Connecticut: If an out-of-state minor obtains work in Connecticut and a certificate is required, the minor may apply to the town where the prospective place of employment is located. If the minor is temporarily residing in Connecticut, the town in which he or she resides may issue the certificate. The out-of-state minor must meet the criteria outlined on page 2 of this Manual.
- Homeschooled, out of school and out-of-state minors: Any designee in any school may issue working papers for any minor who has received an offer of employment in Connecticut with a correct Promise of Employment letter and official proof of age. The minor must meet the criteria outlined on page 2 of this Manual.
- Transfers/Reissues: Each employer of a minor must have a Certificate of Age Form ED-301 for each minor in its employ. A minor's Certificate of Age Form ED-301 is *nontransferable*. Any minor who has lost their original Certificate of Age Form ED-301 must apply for a reissued ED-301 in the same manner as for an original application. If an employer misplaces the Certificate of Age Form, in order to avoid potential penalties from the CTDOL during a workplace standards inspection, the employer may request a copy of the original Form from the issuing school. If the date of the original Form predates the date of the workplace standards inspection, the penalty will be waived.

7. Employment Not Requiring Certificate of Age Form ED-301

No working papers are required for governmental jobs, which include municipal jobs (such as schools, libraries or parks & recreation), State of Connecticut and Federal jobs. Minors working as child performers are also exempt from this requirement. 14 and 15 year-old workers may work at certain locations which are allowable but for which working papers are not issued. See Appendix D for a complete listing.

PART A – Certificate of Age Form ED-301: Working Papers

Workforce Development Board Summer Youth Program Exemption: §§ 97 & 98 WORKING PAPERS EXEMPTION exempts employers from the requirement to obtain a minor’s working papers when they employ minors through a regional workforce development board’s youth development program. The bill exempts employers from the requirement to obtain a certificate showing the age of an employee under age 18 (i.e., his or her “working papers”) when the employer wants to employ the minor through a regional workforce development board’s youth development program. EFFECTIVE DATE: July 1, 2019 §§ 99-102

8. Apprenticeship Programs

Employment of minors in occupationally licensed trades [electrical, plumbing, heating, piping, air conditioning and fire protection (sprinkler fitting)] requires registration as a pre-apprentice prior to the issuance of the Certificate of Age Form ED-301. Apprentices must be at least 16 years of age.

An apprenticeship is usually defined as a prescribed period during which an individual (apprentice) learns a trade through on-the-job training and classroom instruction. In Connecticut, apprenticeship programs are usually two to four years in duration. State law permits a minor at least 16 years of age who is enrolled in an apprenticeship or pre-apprenticeship program to work in jobs considered hazardous when he/she is enrolled in an approved apprenticeship program (or other approved CSDE work experience programs) and is registered as an apprentice with the Apprenticeship Training Unit of the CTDOL.

Please note: No Certificate of Age Form ED-301 shall be issued for apprentice trades UNLESS the minor presents the following documents:

- a fully completed apprenticeship approval card signed by the Office of Apprenticeship Training of the CTDOL;
- authentic documentation of age (see Part A, number 3, page 2); and
- a written Promise of Employment.

When such a placement is made, particularly if it is initiated by school officials, employers should be advised of the requirement for a Certificate of Age Form ED-301 so that they will not be liable for a potential penalty if monitored by the CTDOL during a workplace standards inspection.

Additional information regarding approved apprenticeship programs may be obtained from the Connecticut Department of Labor, Office of Apprenticeship Training, 200 Folly Brook Boulevard, Wethersfield, CT 06109. You may also contact the Office of Apprenticeship Training at 860-263-6085, or [visit their website](#).

9. Career Pathways/Cooperative Work Programs

The CSDE offers programs in which students participate in structured/mentored, work-based learning opportunities aligned with Career Pathways. Work-based learning placements are typically paid internships for which students earn credit. Some exceptions to hazardous work restrictions exist for students who are approved by the CSDE and CTDOL through the LED-75 form, entitled “Approval Form: Workplace Learning Experiences for Minor Students in Hazardous Occupations.”

Minors receive the Certificate of Age Form ED-301 after the LED-75 is completed. For more information regarding the LED-75, contact Suzanne Loud at 860-713-6746 or Suzanne.Loud@ct.gov.

10. Child Performers

Minors in Connecticut may work as child performers and are exempt from child labor laws. The ED-301 (Working Papers) form is not issued to child performers.

PART A – Certificate of Age Form ED-301: Working Papers

General Operational Procedures

In issuing employment certificates to minors, the following procedures are provided to assist the designated issuing agent:

1. Local Program Operations

It is important that the public be informed regarding the location and hours of operation where they may receive the Certificate of Age Form ED-301. In addition, the local school district, regional school district or private school should make provisions for issuing certificates during school vacation periods. To inform the public about “**working papers,**” various means of communication should be used. Some examples include:

- announcements on local radio or television;
- news items in local newspapers;
- school assemblies, school newspapers or bulletins;
- student handbooks; and
- school district or private school websites.

2. Obtaining the Electronic Certificate of Age Form ED-301

The Electronic Certificate of Age Form ED-301 is available to designated agents upon request to Marcy Reed, Education Consultant, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 508, Hartford, CT 06103. You may also contact Marcy at 860-807-2130 or Marcy.Reed@ct.gov.

3. Preparation of the Certificate of Age Form ED-301

The Certificate of Age Form ED-301 is an electronic form that must be completed electronically to ensure that all information is legible. If alterations in supporting documents have been made, no Certificate of Age Form ED-301 should be issued. The name of the applicant and the date of birth on each document must be legible and not altered in any form. All forms must be properly signed by the issuing agent.

4. Designation of Agent

State statute permits superintendents of schools, their designated agents, or supervisory agents of nonpublic schools to issue the Certificate of Age Form ED-301. Issuing agents shall ensure that all statutory and regulatory requirements which govern working papers are met.

The CSDE has an electronic process for providing information regarding designated agents for working papers. The information and the link to authorize designated agents are provided to superintendents of schools or supervisory agents of nonpublic schools. Only superintendents or supervisory agents may authorize designated agents, and must make requests for such authorizations directly to the CSDE, Bureau of Health/Nutrition, Family Services and Adult Education.

Whenever there are any changes in the name of the issuing agent(s), the address of the issuing office or other changes, the CSDE must be notified. New names must be submitted **by the superintendent’s office** using the electronic form. A link to the form will be supplied to the superintendent’s office upon request. To request the link, please contact Marcy Reed at 860-807-2130 or Marcy.Reed@ct.gov.

PART A – Certificate of Age Form ED-301: Working Papers

5. Maintenance of Records

Each issuing agent must maintain a file for each minor who has applied for or has received a Certificate of Age Form ED-301. The file should contain at least one copy of the signed “working papers,” as well as copies of all supporting documents. Each issuing agent should maintain records alphabetically by last name. Records may be destroyed three years after the minor has reached 18 years of age. *For public schools, the issuing agent must receive permission from the Public Records Administrator before destroying records. *However*, if any record is being contested for accuracy, the record must be maintained until the contested record has been resolved.

*Public school districts must comply with the records destruction requirements published by the State Public Records Administrator.

6. Programs of Job Training and Work Experience

Minors who are students under the age of 18 and enrolled in school programs may participate in job training and work experience programs (e.g., approved Career Pathways Programs, apprenticeship programs). Before supplying an employment certificate, the issuing agent or agents should verify that the minor has submitted any documents required by the job training or work experience program (e.g., Apprenticeship Approval Card, LED-75) for worksite assignments in potentially hazardous occupations. Those documents must be submitted in addition to any documentation required for the issuance of the Certificate of Age Form ED-301.

Career Pathways Programs must have all proper documentation (e.g., Apprenticeship Approval Card, LED-75 and Certificate of Age Form ED-301) on file before the individual begins employment.

7. Allowable Work Location and Tasks

Requests for working papers may include descriptions of job duties or tasks that are neither specifically permissible nor prohibited. In such cases, the CTDOL will make a determination as to the legality of the worksite or duties. Designees having questions regarding allowable locations or tasks not listed or addressed in this manual should contact the CSDE for guidance: Marcy Reed at 860-807-2130 or Marcy.Reed@ct.gov.

Because statutes governing restrictions are subject to annual legislative changes, please contact the Wage and Workplace Standards Division of the Connecticut Department of Labor, 200 Folly Brook Boulevard, Wethersfield, CT 06109. You may also contact the CTDOL Wage and Workplace Standards Division at 860-263-6791.

Part B – Other Connecticut Employment Certificates

Connecticut has several other types of working certificates or permits for minors, not all of which are issued through the CSDE. The CTDOL issues several certificates or permits.

1. Agricultural Work Permit

When school is not in session, no minor under 16 years of age can be employed in agriculture unless he or she presents to the employer a birth certificate, an agricultural work permit, or other legal proof of age. Each employer must retain in their possession, and make available to the Commissioner of Labor or their agent, such legal proof of age, until the minor leaves their employment. When the minor leaves their employment, the employer must return to each minor such proof of age.

2. Apprenticeship Approval Card

To receive an **Apprenticeship Approval Card**, a minor at least 16 years of age must be enrolled in an official apprenticeship program and be registered as an apprentice. This card is issued **only** through the CTDOL and must be approved by the Office of Apprenticeship Training. For further information, please visit [CTDOL Office of Apprenticeship Training](#).

3. Vocational Probation/Parole Employment Permit

Certain minors 14 or 15 years of age placed under the jurisdiction of the Juvenile Court or the Connecticut Department of Children and Families may be employed in **nonhazardous** jobs normally restricted to 16- or 17-year-olds. **Vocational Permits** are **only** issued through the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education.

The Bureau will issue a **Vocational Permit** **only** upon receiving the following documents: (1) the written approval of the Juvenile Court; and (2) a written promise of employment with a specific job description signed by the employer on the employer's letterhead. Included in Appendix C is a copy of the **Vocational Permit**, a sample of the Juvenile Court's written approval and a sample of an appropriate **Employer's Promise of Employment**.

4. LED 75-1: Workplace Learning Experiences for Minor Students in Hazardous Occupations

Minors who are 16 and 17 years of age cannot work on hazardous tasks at an on-the-job training worksite **UNLESS** they are students enrolled in a Career Pathways/Cooperative Work Education Program, an approved pre-apprenticeship/apprenticeship program, or a training worksite that has been approved by the CTDOL.

The local education agency (LEA) must complete and submit a LED 75-1, Workplace Learning Experiences for Minor Students in Hazardous Occupations, to the CSDE for each minor student participating in the work-based component of the Career Pathways/Cooperative Work Education Program. Once approved by the CSDE, the LED 75-1 will be forwarded to the CTDOL for approval. Please also note that the LEA must complete a Certificate of Age Form ED-301 for each participating student. Under no circumstances should the individual begin hazardous employment tasks until the LED 75-1 has been submitted to the CSDE and forwarded to the CTDOL for final approval.

Each LEA and employer must keep on file, and make available to the Commissioner of Labor and Commissioner of Education or their agents, a copy of the current approved training agreement between the LEA and the employer. These files must include a duly executed copy of each participating student minor's Certification Form LED 75-1 approved by the CSDE and CTDOL, and a duly executed copy of each participating student minor's Certificate of Age Form ED-301.

Part C – Restrictions Affecting Minor Employment

The following sections provide guidelines regarding certain restrictions that affect the employment of minors. These guidelines are not intended to be all-inclusive, and cannot be all-inclusive, as many new laws and regulations are passed annually. Whenever there are questions concerning legal restrictions in the employment of minors, we strongly recommend contacting the CTDOL, Wage and Workplace Standards Division, 200 Folly Brook Boulevard, Wethersfield, CT 06109. You may also contact the Wage and Workplace Standards Division at 860-263-6791, or [you may visit their website](#).

1. Hazardous Employment

No minor under the age of 18 may be employed in any job that the CTDOL or Federal Fair Labor Act declares hazardous, with the exceptions of minors who are students enrolled in approved programs, or minors enrolled in apprenticeship programs. For list of permitted occupations and prohibited places of employment, see Appendix D.

2. Wages

Minors under the age of 18 must be paid for all work that is typically paid work. The rates for all persons under the age of 18 years, except emancipated minors, shall be not less than eighty-five per cent of the minimum fair wage for the first ninety days of such employment, or ten dollars and ten cents per hour, whichever is greater, and shall be equal to the minimum fair wage thereafter, except in institutional training programs specifically exempted by the Labor Commissioner.* Connecticut's minimum wage is as follows:

- \$13.00 beginning August 1, 2021;
- \$14.00 beginning July 1, 2022; and
- \$15.00 beginning June 1, 2023.

Beginning January 1, 2024, the state's minimum wage will be aligned to the federal employment cost index (ECI). Effective July 1, 2019, persons employed in the hotel and restaurant industry and who customarily and regularly receive gratuities may be paid \$6.38 per hour.

*See PA 19-4: <https://www.cga.ct.gov/2019/ACT/pa/pdf/2019PA-00004-R00HB-05004-PA.pdf>

3. Hours of Employment

No minor who is enrolled in school and under the age of 18 may be employed during school hours. The only exceptions are state-approved apprenticeships, approved Cooperative Work Education Programs, Career Pathways Programs, and Vocational Probation/Parole Employment Programs. For a list of time and hour restrictions, see Appendix D.

4. Employment Involving a Motor Vehicle (see also Appendix G - Federal Hazardous Occupations Orders HO2)

A student under the age of 17 may not drive on public roads as part of employment. Seventeen-year-olds may drive in limited circumstances: the driving is restricted to daylight hours; the driving takes place within a 30 mile radius of the minor's place of employment; the driving is occasional (not more than two trips per day) and the driving is not time sensitive (such as food delivery). The minor must have a valid Connecticut driver's license, must have completed a state-approved driver education course, and must have no record of moving violations at the time of hire. Driving is limited to vehicles 6,000 pounds or less with seatbelts, proper bodily injury liability and property damage insurance. Driving of forklifts, bobcats and all construction equipment is strictly prohibited.

5. Exemption from Connecticut Child Labor Laws

Connecticut laws allow minors under 18 years of age who have graduated from high school to work at the same daily and weekly hours and times of day as adults. Minors who are high school graduates are exempt from the Connecticut prohibitions, **but not** from the federal employment prohibitions.

6. State, Federal and Municipal Employers and Workforce Board Summer Youth Programs are exempt from the requirement for working papers.

APPENDIX A

Sample Certificate of Age Form ED-301



Form ED-301
Revised 2/10

Print Form

Date: _____

Certificate of Age/Working Papers

CT General Statutes Sections 10-193 and 31-23 permit Superintendents of Schools, Supervisory Agents of nonpublic schools and/or their Designated Agent for Working Papers to issue Certificate of Age /Working Papers (Form ED-301) to minors who have received a promise of employment from a prospective employer. The purpose of the ED-301 is to ensure that individuals under the age of 18 have proper documentation of their age and are employed in occupations permitted under law. *As the Superintendent of Schools, Supervisory Agent of a nonpublic school or the Designated Agent for Working Papers, please complete this form. Once completed, print three copies, sign and issue to the Applicant and the Employer and keep a signed original for your files.*

<u>APPLICANT INFORMATION</u>	
Name:	
Address:	
Age:	Date of Birth:
Verified by: (Select One)	
Attending School? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, name and location of School:
<u>PARENT/GUARDIAN INFORMATION</u>	
Parent/Guardian Name:	Relationship to Minor:
Address:	
<u>EMPLOYER/COMPANY INFORMATION</u>	
Employer/Company Name:	
Address:	
Type of work to be performed:	
<u>AGENT INFORMATION</u>	
Agent Name:	Phone Number:
Signature:	

Reminder: Issue signed originals of this Certificate of Age /Working Papers as follows:

- 1) Applicant 2) Employer

Reset Form

APPENDIX B

PROMISE OF EMPLOYMENT

Upon receipt of a Certificate of Age Form ED-301 from the Connecticut State Board of Education, I promise to employ _____ for the following:

Job Title:

Business Name:

Business Address:

Business Phone:

Manager Name:

Manager Contact:

Specific job duties*:

*Vague terms such as “cleaning” or “associate” are unacceptable – we need to know exactly what tasks the minor will be performing on the job. Minors are forbidden by law to use any chemical not available to the public in a retail store and such cleaning solutions must have the original manufacturer’s label attached.

This employment will have the starting rate of \$ _____ per hour for a MAXIMUM of _____ hours per week.

A minor who has reached the age of fourteen may be employed or permitted to work as a caddie or in a pro shop at any municipal or private golf course, and a minor who has reached the age of fifteen may be employed or permitted to work in any mercantile establishment, as a bagger, cashier or stock clerk, provided such employment is (A) limited to periods of school vacation during which school is not in session for five consecutive days or more except that such minor employed in a retail food store may work on any Saturday during the year. (Sec. 31-23 (b) (1)).

Name: _____

Signature: _____
(Authorized Firm/Company Official)

Date: _____

APPENDIX C

Vocational Permit

Student's Name:	Date of Birth:
Student's Address:	
Employer Firm/Agency:	
Address:	
Job Duties:	
Under the provisions of Section 46b - 140(g) of the C.G.S., the minor named above is permitted to work at the place and duties specified, subject to laws and regulations governing the employment of minors 16- to 18-years-of-age.	
SIGNED:	DATE:
Working Papers Consultant, Bureau of Health/Nutrition, Family Services and Adult Education	

To the Employer:

Thank you for cooperating in the vocational project.

For your protection, as well as for that of the minor, please be advised that **no minor may be employed in a hazardous occupation unless registered as an apprentice or enrolled in a Career Pathways program approved by the CSDE**. Questions concerning the legality of specific jobs to be performed should be addressed to the Wage and Workplace Standards Division, Connecticut Department of Labor, 200 Folly Brook Boulevard, Wethersfield, CT 06109-1114. You may also contact the CTDOL Wage and Workplace Standards Division at 860-263-6791.

This permit is valid until the minor's sixteenth birthday. Following this date, working papers must be obtained through the Board of Education in the minor's town of residence.

cc: Connecticut Department of Labor
Probation Agent

APPENDIX C

LETTERHEAD WITH THE NAME AND ADDRESS
OF THE SUPERIOR COURT for JUVENILE MATTERS

Date _____

Bureau of Health/Nutrition, Family Services and Adult Education
Connecticut State Department of Education
450 Columbus Boulevard, Suite 508
Hartford, CT 06103
Attn: Working Papers Consultant

Re: _____ Date of Birth _____
(Name of Probationer)

On _____, Judge _____
(Date of Court's Action)

placed the above-named child on Vocational Supervision. I request issuance of the necessary Working Certificate so that the work-learning program can be initiated.

Enclosed are the duly completed Vocational Permit and Promise of Employment showing the employer, their address and the duties to be performed.

The probationer's mailing address is:

Thank you for your cooperation in this matter.

Sincerely,

(Signature of Probation Agent)

Enclosures

cc: Connecticut Department of Labor

Revised 6/17

APPENDIX C

LETTERHEAD WITH THE NAME AND ADDRESS
OF THE EMPLOYING FIRM OR AGENCY

PROMISE OF EMPLOYMENT FOR VOCATIONAL PERMIT ONLY

Upon receipt of a Certificate of Age Form (ED-301) from the Connecticut State Board of Education,

I promise to employ _____ for the following job duties:
(Name of Person)

at a starting rate of \$ _____ per hour for a maximum of _____ hours per week.

Signed: _____
(Authorized Firm/Company Official)

Date: _____

Name of Firm/Agency: _____

Address: _____

RETURN TO:

Probation Agent

Superior Court - Juvenile Matter

APPENDIX D

The following are general guidelines according to the minor's age and type of employment:

A. Time and Hours of Employment for 16 and 17-Year-Old Minors*

- **Restaurants, Cafes or Dining Rooms, Recreational, Amusement, Theaters**

School Week

6 a.m. to 11 p.m. (12 a.m. if no school the next day)

6 hours per day on school days/32 hours per week

8 hours per day on Fridays, Saturdays and Sundays

Non-School Week

8 hours per day/48 hours per week

6 days per week

- **Retail/Mercantile/Manufacturing/Mechanical**

School Week

6 a.m. to 10 p.m. (11 p.m. if no school the next day)

6 hours per day on school days

8 hours per day on Fridays, Saturdays and Sundays

6 days per week/32 hours per week

Non-School Week

8 hours per day

6 days per week/48 hours per week

- **Hairdressing/Bowling Alley/Pool Hall/Photography**

School Week

6 a.m. to 10 p.m.

6 hours per day on school days

8 hours per day on Fridays, Saturdays and Sundays

6 days per week/32 hours per week

Non-School Week

8 hours per day

6 days per week/48 hours per week

*Minors who are 17 years of age and have not graduated from high school, but are officially withdrawn from school, may work nine hours per day/48 hours per week.

B. Time and Hours of Employment for 14- and 15-Year-Old Minors

A fourteen or fifteen year-old minor may be issued working papers for work as a caddie or in the pro shop at any private golf course. A fifteen year-old minor may be issued working papers for work in a mercantile establishment (retail store) as a bagger, cashier or stock clerk, during periods of school vacation (defined as when school is not in session for five consecutive days or more and never on a day followed by a school day). A fifteen (not a fourteen) year-old may work during the school year in a retail food (grocery) store, on Saturdays only and for no more than 8 hours. Other than that narrow exception for 15-year-olds, a minor at 14 or 15 years of age may not be issued working papers for employment during the school year.

The following conditions apply for school vacation work:

- 40 hours per week maximum;
- 8 hours per day maximum; and
- only during the hours of 7 a.m. to 7 p.m., except from July 1 to the first Monday in September, when the 15-year-old minor may work until 9 p.m.

APPENDIX D

During the school year, 15-year-old minors employed in a retail food (i.e. grocery) store may only work on a Saturday and for no more than eight hours. When issuing the ED-301 to 14- or 15-year-old minors, the restrictions (**Saturday or School Vacation Only**) must be written on the form.

Permitted Occupations for 14- and 15-Year-Olds

The following places of employment are permitted for 14- and 15-year-olds

- Agriculture
- Street trades (newspaper delivery, shoe shining, baby-sitting, etc.)
- Hospitals (no food service or laundry)
- Convalescent homes (no food service or laundry)
- Hotels and motels (no food service or laundry)
- Banks
- Insurance companies
- Professional offices (lawyers, CPAs, etc. who are licensed professionals in Connecticut)
- Municipalities (library attendants, recreation departments, etc. A 15 year-old minor may work as a lifeguard at a municipal park & rec pool.)
- ***Golf courses** as caddies or in pro shops
- Acting
- Household chores for private homeowners (yard work, etc.)
- Licensed summer camps (no employment as life guards)
- ***Mercantile/solicitation** - a 15-year-old (not a 14 year-old) may be employed or permitted to work in any mercantile establishment as a bagger, cashier, or stock clerk ([see P.A. 08-108](#))

*These are the only places of employment and occupations for which the ED-301 is permitted under law to be issued to a 14 or 15 year-old. Although the other listed occupations are permitted, under Connecticut State Statute, working papers are only issued for the two job categories denoted with asterisks. (See [C.G.S. 31-23](#).)

Prohibited Places of Employment for 14- and 15-Year-Olds

The following places of employment are prohibited places of employment for 14- and 15-year-olds:

- Restaurant/food service
- Recreational establishments
- Manufacturing industries
- Mechanical/service industries
- Mercantile/solicitation (except for the specific jobs as stated above)
- Theatrical industry
- Barber shops
- Any other business types not listed on the Permitted Occupation list.
- Pools as lifeguards (except at 15 a minor may serve as a lifeguard at a municipal pool)

Except for employment in a grocery store as state above, 14 and 15 year-olds may only work during periods of school vacation (defined as when school is out of session for 5 or more days) and never on a day followed by a school day.

There are exceptions for school-to-career, cooperative work experience, and municipal summer work and recreation programs and summer youth programs overseen by Workforce Development Boards. See page 8 for exemptions.

APPENDIX E

Connecticut Prohibited Occupations and Places of Employment for All Minors Under the Age of 18 Years

(See also Appendix F – Federal Hazardous Occupations Orders for federal prohibitions.)

The employment of minors under 18 years of age in the following industries which are declared hazardous by the Connecticut State Labor Department, is prohibited, unless an investigation by a representative of the Division of Factory Inspection discloses that either a specific operation of a particular occupation or the conditions under which a particular occupation is performed are not unduly hazardous and the employer has received written approval of such specific operation or employment conditions from the State Labor Department.

Minors at age 16 or 17 who are Connecticut State Certified Nursing Assistants (CNA's) may work in the same capacity and perform the same tasks as any certified nursing assistant. They are, however, restricted from using hydraulic bed lifts either alone or with another 16 or 17 year-old. In accordance with HO7, (the federal restriction on a minor's use of hoists and lifts – see Appendix G) 16- and 17-year-old employees cannot safely operate power-driven patient lifts to lift and transfer patients by themselves. They may be able to safely work as part of a team to assist another experienced caregiver who is 18 years of age or older to transfer or move a patient/resident.

The following are prohibited for anyone under the age of 18:

Automotive Maintenance and Repair EXCEPT (the following are permitted):

- * Island Work
- * Changing Passenger Car Tires (No Truck Tires, Working Under Cars or in Pits)
- * Use of Air Hand Tools
- * Properly Grounded Electrical Hand Tools (No Drill Over ¼" Diameter)
- * General Cleaning Including Yard Work (No Riding Reel Mowers)
- * Brush Painting and Window Cleaning using not more than 6 foot stepladder.
- * Preparing Cars for Spray Painting (No Spray Painting) (No Welding) Only Masking and Sanding
- * Cleaning and Washing of Motor Vehicles (No Flammable Liquids)
- * Driving Limited up to ¾ Ton Truck (see Appendix G - Federal Hazardous Occupations Orders HO2)
- * Clerical Work
- * Shipping and Stock Clerk
- * Bench Work

Beverage Bottling

Body Piercing (including ear piercing) and Tattoo inking/application

Brick Manufacturing (Excluding Land Turning)

Cement Manufacturing

Chemicals Manufacturing

Clay Products and Tile

Coke and Tar Products Manufacturing

Commercial Cleaning Solutions – only cleaning products available for purchase in a grocery store with the original manufacturer's label on the container may be used by anyone under 18.

Concrete Products and Cinder Block Manufacturing

Contact with bodily fluids (EXCEPT for minors certified by the State of Connecticut as CNA's)

Construction EXCEPT (the following are permitted)

- * Landscaping (Planting Shrubs, Small Trees etc.)
- * General Yardwork (No Riding Reel Mowers)
- * Driving Limited up to ¾ Ton Truck (No Fork Lift Trucks or Construction Equipment - Riding in Truck Cabs Only - see Appendix G - Federal Hazardous Occupations Orders HO2)
- * Properly Grounded Electrical Land Tools (No Saws) (No Drill Over ¼ inch Diameter)
- * Brush Painting and Window Cleaning using not more than a 6 foot stepladder.
- * General Cleaning

APPENDIX E

- * Changing of Passenger Car Tires (No Truck Tires)
- * Use of Air Hand Tools
- * Cleaning and Washing of Cars and Trucks (No Flammable Liquids)
- * Clerical Work
- * Shipping and Stock Clerk

Dry Cleaning; Machine Operation

Ear piercing, body piercing and tattoo ink application

Experimental Testing or Control Laboratories

Explosives and Fireworks Manufacturing

Fertilizer Manufacturing

Filling of Propane Tanks

Food Products—Processing

Fryolator Cleaning (operation is permitted but minors may not clean them)

Grain and Feed Processing

Ice Manufacturing

Ladders greater than 6 feet in height

Laundering, Machinery Operation

Leather Products Manufacturing

Logging and Lumber Manufacturing and Operations in any Saw Mill, Shingle Mill and Cooperage Stock Mill

Meat Products Manufacturing

Mining (Underground and Surface)

Paint and Varnish Manufacturing

Paper and Paperboard Manufacturing

Paper Products Manufacturing

Pharmaceutical Manufacturing

Plastic and Plastic Products Manufacture

Power Driven Woodworking Machines

Printing

Rayon Manufacturing

Rubber Products Manufacturing

Scrap Metal Salvaging

Sewing Machine Operations using needles over 1/16 inch Diameter

Smelting, Rolling, Casting and Processing of Metals

“Sticking” of gas station underground fuel tanks

The provisions of this section shall not apply to work study programs, apprentices in bona fide apprenticeship courses, office workers and those not directly a part of, or in contact with production operations unless the occupations, as such, have been declared hazardous. Light bench work or assembly, where the operations performed do not require the use of power driven tools, (except screw drivers, wrenches, etc.) shall be considered non-hazardous provided they do not involve the use of or exposure to corrosives, flammable, toxic materials or electrical current in excess of 110 volts and 15 amperes.

The following occupations, in all industries, are declared hazardous and such employment of minors under 18 years of age is prohibited, unless an investigation by a representative of the Division of Factory Inspection discloses that the conditions under which the occupation is performed are not unduly hazardous and the employer has received written approval of such employment conditions from the State Labor Department:

- Abrasive Wheel Operation
- Bakery Machine Operation
- Baler Operator or Helper
- Boiler or Engine Room Occupation

APPENDIX E

- Brazing
- Centrifugal Machine Operators (Including Whizzers and Extractors)
- Contact with bodily fluids (EXCEPT for minors certified by the State of Connecticut as CNA's)
- Cranes, Derricks, Hoists, Occupations involving the use of
- Electrical Circuits, Tools or Equipment, involving the use of (Excluding double insulated tools)
- Electrical Equipment, Installation, Maintenance and Repair
- Electrical Testing
- Elevator Operation (Except an Unattended Automatic Passenger Elevator)
- Repair or Maintenance of Power Driven Hoisting Apparatus
- Flame Cutting
- Flammable, Toxic or Corrosive Materials; Exposure to Fork Lift or Tiering Truck Operator
- Glazing and Glass Cutting
- Hair and Fur Processing
- Heat Treater or Helper
- Ladders – use of ladders taller than six feet prohibited
- Occupation Involving Climbing or Working on Metal Working Machinery
- Stone Cutting and Processing
- Storage Battery Manufacturing
- Synthetic Rubber Manufacturing
- Tanning
- Textile Machinery Operation
- Tire Recapping, Vulcanizing and Manufacturing
- Wrecking and Demolition or Portable, Operation of Oiler Machinery
- Power Driven Machinery, Use of Portable Powder Actuated Hand Tools
- Presses (Foot, Hand or Power) Operation of Air, Oil, Water, Electric, Belt Driven or Spring Actuated Metal Forming, Punching and Shearing Machines
- Press Brakes (Excluding Hand Brakes under 24 inches)
- Pressure Testing
- Radioactive Substance and Ionization Radiation; Exposure to Riveting, Grommeting or Eyeletting Operation
- Rolls, Operation of Power Driven
- Sand Blast Operator
- Shear, Operator (Hand, Foot, Power)
- Soldering (Exception by Investigation)
- Spray Painting or Dipping
- Stranding Machine Operator
- Tumbler Operator
- Vehicle Driver or Helper (Excluding ¾ Ton or less with other restrictions. See Appendix G - Federal Hazardous Occupations Orders HO2)
- Welding
- Woodworking Machinery, Fixed or Portable, Operation or Helper

The provisions of this section shall not apply to work study programs, apprentices in bona fide apprenticeship courses, office workers and those not directly a part of, or in contact with production operations.

APPENDIX F

Statutes Regarding Minor Employment in Connecticut

Sec. 10-94e. Exemption of career education program students from certain labor laws while working therein. (a) Notwithstanding the provisions of chapters 558, 567 and 568, any student enrolled in a supervised, community based career education program which is approved by the State Board of Education shall not be covered by any state wage, workers' compensation or unemployment compensation law while working in any government agency or any business or industrial establishment as part of his educational experience, provided such student shall receive no compensation or other benefit for such student's participation in such program.

(b) For purposes of this section, "career education program" means an alternative school or school without walls program designed to allow students to develop career awareness and orientation through exploration of their career interests. Such exploration includes, but is not limited to, permitting students to gain actual experience by working, without compensation but for school credit, in government agencies or in business or industrial establishments.

C.G.S. 10-193 – Certificate of Age for Minors in Certain Occupations

The superintendent of schools of any local or regional board of education, or an agent designated by such superintendent, or the supervisory agent of a nonpublic school shall, upon application and in accordance with procedures established by the State Board of Education, furnish, to any person desiring to employ a minor under the age of eighteen years (1) in any manufacturing, mechanical or theatrical industry, restaurant or public dining room, or in any bowling alley, shoe-shining establishment or barber shop, a certificate showing that such minor is sixteen years of age or older, (2) in any mercantile establishment, a certificate showing that such minor is fifteen years of age or older, and (3) at any municipal or private golf course, a certificate showing that such minor is fourteen years of age or older.

Sec. 10-194. Penalty. (a) Any person, whether acting for himself or herself or as agent for another, who employs any minor under the age of eighteen years at any occupation described in subsection (a) of section 10-193 without having obtained a certificate as provided therein shall be fined not more than one hundred dollars.

(b) Nothing in subsection (a) of this section shall be construed to apply to any person desiring to employ a minor under the age of eighteen years through a youth development program of a regional workforce development board.

Sec. 10-195. Evidence of age. Upon the trial of any person who has willfully employed or has had in his or her employment or under his or her charge any child in violation of the provisions of this chapter and of any parent or guardian who has permitted any such child to be so employed, a certificate of the age of such child, made as provided in section 10-193, shall be conclusive evidence of his or her age.

Sec. 10-197. Penalty for employment of child under fourteen. Any person who employs a child under fourteen years of age during the hours while the school which such child should attend is in session, and any person who authorizes or permits on premises under his or her control any such child to be so employed, shall be fined not more than twenty dollars for each week in which such child is so employed.

Sec. 10-198. False statement as to age. Any parent or other person having control of a child, who makes any false statement concerning the age of such child with intent to deceive any registrar of vital statistics or the teacher of any school, or instructs a child to make any such false statement, shall be fined not more than twenty dollars.

Sec. 30-90a. Employment of minors. Any person sixteen years of age or over may be employed by an employer holding a permit issued under this chapter, except that (1) any person fifteen years of age or older may be so employed by such an employer on premises operating under a grocery store beer permit, and (2) any person under the age of eighteen who is employed on any permit premises shall not serve or sell alcoholic liquor. An employee eighteen years of age or over who is located on the grocery store beer permit premises shall approve all sales of beer

APPENDIX F

on such premises. A minor performing paid or volunteer services of an emergency nature shall be deemed to be an employee subject to the provisions of this section. **(Enforced by the Department of Consumer Protection)**

Public Act No. 08-108 - an Act Concerning Minors in the Workplace.

(b) (1) Notwithstanding the provisions of subsection (a) of this section, a minor who has reached the age of fourteen may be employed or permitted to work as a caddie or in a pro shop at any municipal or private golf course, and a minor who has reached the age of fifteen may be employed or permitted to work in any mercantile establishment, as a bagger, cashier or stock clerk, provided such employment is (A) limited to periods of school vacation during which school is not in session for five consecutive days or more except that such minor employed in a retail food store may work on any Saturday during the year; (B) for not more than forty hours in any week; (C) for not more than eight hours in any day; and (D) between the hours of seven o'clock in the morning and seven o'clock in the evening, except that from July first to the first Monday in September in any year, any such minor may be employed until nine o'clock in the evening. (2) (A) Each person who employs a fourteen-year-old minor as a caddie or in a pro shop at any municipal or private golf course pursuant to this section shall obtain a certificate stating that such minor is fourteen years of age or older, as provided in section 10-193, and (B) each person who employs a fifteen-year-old minor in any mercantile establishment pursuant to this subsection shall obtain a certificate stating that such minor is fifteen years of age or older, as provided in section 10-193. Such certificate shall be kept on file at the place of employment and shall be available at all times during business hours to the inspectors of the Labor Department.

Sec. 31-12. Hours of labor of minors in manufacturing or mechanical establishments. (a) No person under the age of eighteen years who is not enrolled in and has not graduated from a secondary educational institution shall be employed in any manufacturing or mechanical establishment more than nine hours in any day or forty-eight hours in any calendar week.

(b) If the Labor Commissioner finds, upon application of an employer, that an emergency exists or that seasonal or peak demand places an unusual and temporary burden upon any manufacturing or mechanical establishment, any such person under the age of eighteen may be employed in such establishment not more than ten hours in any day and not more than fifty-five hours in any calendar week, but the total number of weeks of any such employment in any twelve consecutive months shall not exceed twelve.

(c) With respect to any group, category or class of employees for which a work week of less than five days has been established or agreed upon, the employer shall adhere to the applicable weekly limitation period prescribed but may extend the number of hours per day for each day of the shortened work week provided the number of hours shall be the same for each day of the work week.

(d) In the event of war or other national emergency, the commissioner after investigation may, with the approval of the Governor, extend the number of weeks of any such employment if such extension is necessary to meet scheduled production of war or critical material.

(e) No person under eighteen years of age who is enrolled in a secondary education institution shall be employed in any manufacturing or mechanical establishment more than (1) six hours in any regularly scheduled school day unless the regularly scheduled school day immediately precedes a nonschool day or eight hours in any other day, and (2) thirty-two hours in any calendar week during which the school in which such person is enrolled is in session, or forty-eight hours in any calendar week during which the school in which such person is enrolled is not in session. Notwithstanding any provision of this section, the number of hours such person participates in a work experience that is part of an approved educational plan, cooperative program or school-to-work program shall not be counted against the daily or weekly limits set forth in this section.

APPENDIX F

(f) The provisions of this section shall not apply to permanent salaried employees in executive, administrative or professional positions as defined by the Labor Commissioner, or to persons under eighteen years of age who have graduated from a secondary educational institution.

Sec. 31-13. Hours of labor of minors in mercantile establishments. (a) No person under the age of eighteen years who is not enrolled in and has not graduated from a secondary educational institution shall be employed in any mercantile establishment more than eight hours in any one day, or more than six days in any one calendar week or more than forty-eight hours in any one calendar week.

(b) If the Labor Commissioner finds, upon application of an employer, that an emergency exists or that seasonal or peak demand places an unusual and temporary burden upon any mercantile establishment, any such person under the age of eighteen years may be employed in such establishment not more than ten hours in any day and not more than fifty-two hours in any calendar week, but the total number of weeks of any such employment in any twelve months shall not exceed eight.

(c) No person under eighteen years of age who is enrolled in a secondary education institution shall be employed in any mercantile establishment more than (1) six hours in any regularly scheduled school day unless the regularly scheduled school day immediately precedes a nonschool day or eight hours in any other day, and (2) thirty-two hours in any calendar week during which the school in which such person is enrolled is in session, or forty-eight hours in any other calendar week during which the school in which such person is enrolled is not in session. Notwithstanding any provision of this section, the number of hours such person participates in a work experience that is part of an approved educational plan, cooperative program or school-to-work program shall not be counted against the daily or weekly limits set forth in this section.

(d) Each employer in any such establishment shall post in a conspicuous place in each room where such persons are employed a notice, the form of which shall be furnished by the Labor Commissioner, stating specifically the hours of work required of such persons on each day of the week, and the employment of any such persons for a longer time than so stated shall be a violation of this section.

(e) The provisions of this section shall not apply to permanent salaried employees in executive, managerial or supervisory positions excepted from the provisions of part I of chapter 558 who receive a regular salary of not less than the minimum fixed for such employment in any wage order or administrative regulation issued under authority of said part, or to persons under eighteen years of age who have graduated from a secondary educational institution.

Sec. 31-14. Night work of minors regulated. (a) No person under eighteen years of age shall be employed in any manufacturing, mechanical or mercantile establishment between the hours of ten o'clock in the evening and six o'clock in the morning, except that such persons may be employed in any manufacturing, mechanical or mercantile establishment until eleven o'clock in the evening or any supermarket until twelve o'clock midnight on any night other than a night preceding a regularly scheduled school day. No such person may be discharged or discriminated against in any manner for refusing to work later than ten o'clock in the evening.

(b) In the event of war or other serious emergency, the Governor may suspend the limitations upon evening or night work contained in this section as to any industries or occupations as he may find such emergency demands.

(c) The provisions of this section shall not apply to persons under eighteen years of age who have graduated from a secondary educational institution.

(d) For purposes of this section, "supermarket" means any retail food store occupying a total retail sales area of more than three thousand five hundred square feet.

APPENDIX F

Sec. 31-23. Employment of minors prohibited in certain occupations. Exceptions. (a) No minor under sixteen years of age shall be employed or permitted to work in any manufacturing, mechanical, mercantile or theatrical industry, restaurant or public dining room, or in any bowling alley, shoe-shining establishment or barber shop, provided the Labor Commissioner may authorize such employment of any minor between the ages of fourteen and sixteen who is enrolled in (1) a public school in a work-study program as defined and approved by the Commissioner of Education and the Labor Commissioner or in a program established pursuant to section 10-20a, or (2) a summer work-recreation program sponsored by a town, city or borough or by a human resources development agency which has been approved by the Labor Commissioner, or both, and provided the prohibitions of this section shall not apply to any minor over the age of fourteen who is under vocational probation pursuant to an order of the Superior Court as provided in section 46b-140 or to any minor over the age of fourteen who has been placed on vocational parole by the Commissioner of Children and Families.

(b) (1) Notwithstanding the provisions of subsection (a) of this section, a minor who has reached the age of fourteen may be employed or permitted to work as a caddie or in a pro shop at any municipal or private golf course, and a minor who has reached the age of fifteen may be employed or permitted to work in any mercantile establishment, as a bagger, cashier or stock clerk, provided such employment is (A) limited to periods of school vacation during which school is not in session for five consecutive days or more except that such minor employed in a retail food store may work on any Saturday during the year; (B) for not more than forty hours in any week; (C) for not more than eight hours in any day; and (D) between the hours of seven o'clock in the morning and seven o'clock in the evening, except that from July first to the first Monday in September in any year, any such minor may be employed until nine o'clock in the evening. (2) (A) Each person who employs a fourteen-year-old minor as a caddie or in a pro shop at any municipal or private golf course pursuant to this section shall obtain a certificate stating that such minor is fourteen years of age or older, as provided in section 10-193, and (B) each person who employs a fifteen-year-old minor in any mercantile establishment pursuant to this subsection shall obtain a certificate stating that such minor is fifteen years of age or older, as provided in section 10-193. Such certificate shall be kept on file at the place of employment and shall be available at all times during business hours to the inspectors of the Labor Department. (3) The Labor Commissioner may adopt regulations, in accordance with the provisions of chapter 54, as the commissioner deems necessary to implement the provisions of this subsection.

(c) No minor under the age of eighteen years shall be employed or permitted to work in any occupation which has been or shall be pronounced hazardous to health by the Department of Public Health or pronounced hazardous in other respects by the Labor Department. This section shall not apply to (1) the employment or enrollment of minors sixteen years of age and over as registered apprentices or registered pre-apprentices in a bona fide registered apprenticeship program or registered pre-apprenticeship program in manufacturing or mechanical establishments, technical education and career schools or public schools, (2) the employment of such minors who have graduated from a public or private secondary or technical education and career school in any manufacturing or mechanical establishment, (3) the employment of such minors who are participating in a manufacturing or mechanical internship, registered apprenticeship or registered pre-apprenticeship in any manufacturing or mechanical establishment, or (4) the enrollment of such minors in a cooperative work-study program approved by the Commissioner of Education and the Labor Commissioner or in a program established pursuant to section 10-20a. No provision of this section shall apply to agricultural employment, domestic service, street trades or the distribution of newspapers. For purposes of this subsection, (A) "internship" means supervised practical training of a high school student or recent high school graduate that is comprised of curriculum and workplace standards approved by the Department of Education and the Labor Department, (B) "cooperative work-study program" means a program of vocational education, approved by the Commissioner of Education and the Labor Commissioner, for persons who, through a cooperative arrangement between the school and employers, receive instruction, including required academic courses and related vocational instruction by alternation of study in school with a job in any occupational field, provided these two experiences are planned and supervised by the school and employers so that each contributes to the student's education and to his employability. Work periods and school attendance may be on alternate half days, full days, weeks or other periods of time in fulfilling the cooperative work-study program, (C) "apprentice" means a person (i) employed under a written agreement to work at and learn a specific trade, and (ii) registered with the Labor Department, and (D) "pre-apprentice" means a person, student or minor (i) employed under a written agreement with an apprenticeship sponsor for a term

APPENDIX F

of training and employment not exceeding two thousand hours or twenty-four months in duration, and (ii) registered with the Labor Department.

(d) Each person who employs a minor under the age of eighteen years shall obtain a certificate stating the age of such minor as provided in section 10-193. Such certificates shall be kept on file at the place of employment and shall be available at all times during business hours to the inspectors of the Labor Department.

Sec. 31-23a. Minors employed on or after October 1, 2007, deemed to have been lawfully employed.

Notwithstanding the provisions of subsections (a) and (b) of section 31-23 in effect prior to June 2, 2008, any minor who reached the age of fifteen and was employed, on or after October 1, 2007, as a bagger, cashier or stock clerk shall be deemed to have been lawfully employed, provided such employment was in accordance with the provisions of subparagraphs (A) to (D), inclusive, of subdivision (1) of subsection (b) of said section 31-23. Any person who employed such minor shall not be deemed (1) to have violated the provisions of subsection (a) of said section 31-23, or (2) subject to the penalties of section 31-15a or 31-69a.

Sec. 31-24. Hazardous employment of children forbidden. Except in technical education and career schools or in public schools teaching manual training, no child under sixteen years of age shall be employed or permitted to work in adjusting or assisting in adjusting any belt upon any machine, or in oiling or assisting in oiling, wiping or cleaning machinery, while power is attached, or in preparing any composition in which dangerous acids are used, or in soldering, or in the manufacture or packing of paints, dry colors or red or white lead, or in the manufacture, packing or storing of gun or blasting powder, dynamite, nitroglycerine compounds, safety fuses in the raw or unvarnished state, electric fuses for blasting purposes or any other explosive, or in the manufacture or use of any dangerous or poisonous gas or dye, or composition of lye in which the quantity thereof is injurious to health, or upon any scaffolding, or in any heavy work in any building trade or in any tunnel, mine or quarry, or in operating or assisting to operate any emery, stone or buffing wheel; and, except as otherwise provided in subsection (b) of section 31-23, no child under sixteen years of age shall be employed or permitted to work in any capacity requiring such child to stand continuously.

Sec. 31-25. Operation of elevators by minors. No person under sixteen years of age shall be employed or permitted to have the care, custody, operation or management of an elevator; any person, partnership or corporation violating this provision shall be fined not more than fifty dollars for each offense. No person under eighteen years of age shall be employed or permitted to have the care, custody, management or operation of an elevator, either for freight or passengers, running at a speed of over two hundred feet per minute; any person, whether acting for himself or as agent for another, who authorizes or permits the employment of any person in violation of this provision shall be fined not more than two hundred dollars.

APPENDIX G

Hazardous Occupations Orders

The following Hazardous Occupations (HO) Orders are published by the U.S. Department of Labor (USDOL) under the federal Fair Labor Standards Act. States are permitted to have regulations and requirements that exceed federal regulations, but may not have less rigorous standards. All employers are responsible for complying with both federal and state standards. If the state standard is more restrictive, employers must comply with that state requirement.

Eighteen is the minimum age for employment in non-agricultural occupations declared hazardous by the Secretary of Labor. The rules prohibiting working in Hazardous Occupations (HO) apply either on an industry basis, or on an occupational basis no matter what industry the job is in. Parents employing their own children are subject to these same rules. Additional information and definitions may be found in [Child Labor Bulletin 101](#).

These rules prohibit work in, or with the following:

HO 1. Manufacturing and storing of explosives.

This includes any type of explosives, fireworks, blasting caps etc.

HO 2. Driving a motor vehicle and being an outside helper on a motor vehicle.

A minor under the age of 18 cannot work as a driver or an outside helper on any public roadway or highway as part of employment.

There is an exception for 17-year-olds. 17-year-olds can drive in limited circumstances:

1. The gross vehicle weight is 6,000 pounds or less;
2. Driving is limited to hours of daylight;
3. Driving is only occasional or is incidental to the employment;
4. The minor possesses a valid state license for the type of driving involved;
5. The minor has completed a state-approved driver education course;
6. The minor does not have any record of moving violations at the time of hire;
7. The driving takes place within a 30-mile radius of the minor's place of employment;
8. The driving is not "time sensitive" such as delivery, particularly of food; and
9. The vehicle has seatbelts and the employer has instructed the minor that seatbelts must be used when driving.
10. Driving may not involve:
 - Towing vehicles; Route deliveries or route sales; Transportation for hire of property, goods or passengers;
 - Transporting more than three passengers, including employees of the employer;
 - More than two trips away from the primary place of employment in any single day to deliver the employer's goods to a customer (other than urgent, time-sensitive deliveries which are prohibited); and
 - More than two trips away from the primary place of employment in any single day to transport passengers, other than employees of the employer.

Tasks such as pizza delivery, for example, place the minor at risk of rushing or speeding, increasing the possibility of an accident and are prohibited for minors under this order.

HO 3. Coal mining.

HO 4. Forest fire fighting and fire prevention, timber tract management, forestry services, logging, and sawmill occupations.

This order bans all jobs in logging and saw mills, including cutting firewood, splitting firewood or working in sawmills in any capacity. The equipment used in these operations is also strictly prohibited for minors.

APPENDIX G

HO 5. Power-driven woodworking machines.

This order bans the operation of most power-driven woodworking machines like saws, stapling machines, nailing machines and sanders. The term “operation” includes setting up, adjusting, repairing, oiling or cleaning. Under this HO, the operation of chainsaws is also prohibited.

HO 6. Exposure to radioactive substances.

HO 7. Power-driven hoisting apparatus.

This includes, but is not limited to, forklifts, passenger elevators, freight elevators, service elevators, cranes, derricks, hoists, Bobcat loaders and skid steer loaders. Use of any power-driven hoist is prohibited for anyone under age 18.

HO 8. Power-driven metal-forming, punching, and shearing machines.

Power-driven metal working machines which change the shape of or cut material by means of tools or dies or knives that are mounted on rams, plungers or other moving parts. Operation of machines that involve rolling and bending, hammering or shearing of metal are prohibited.

HO 9. Mining, other than coal mining.

HO 10. Meat and poultry packing or processing (including the use of power-driven meat slicing machines).

Minors cannot operate any power-driven meat processing machines such as meat slicers, meat saws or meat choppers. Use of these types of machines is prohibited regardless of the location of the work. “Operate” includes set up, adjusting, repairing, oiling, assembling, disassembling or cleaning of power-driven machines that have knives, slicers, formers etc. The blades are very sharp, and these machines are extremely dangerous. Food processors are also prohibited when used to process meat. Minors are prohibited from using a meat slicing machine even when slicing something other than meat, such as cheese or vegetables.

HO 11. Power-driven bakery machines.

This order prohibits minors from operating machines used in baking such as horizontal and vertical dough mixers, batter mixers, dough brakes, dough shooters and cake-cutting band saws. “Operating” includes assembling, disassembling or cleaning any parts of these machines.

HO 12. Balers, compactors, and paper-products machines.

This order bans the operation of paper product machines, scrap paper balers and paper box compactors by minors. These are very dangerous machines, often hydraulically powered. (This order does not include office paper shredders.)

There is an exception for minors who are 16 and 17 years old. They can load but never operate or unload certain scrap paper balers or paper box compactors but only under specific and stringent conditions:

1. The employer must make sure the equipment meets American National Standards Institute (ANSI) standards;
2. There must be a sticker on the machine stating that it meets ANSI standards;
3. The on/off switch must have a key-lock system;
4. Control of the key-lock must be in the hands of a manager over age 18;
5. The equipment must be completely inoperable while it is being loaded; and
6. The on/off switch must be in the ‘off’ position whenever the machine is not in operation.

APPENDIX G

HO 13. Manufacturing brick, tile, and related products.

Minors may not have jobs in industries that manufacture bricks, tiles or any such products.

HO 14. Power-driven circular saws, band saws, guillotine shears, chain saws, reciprocating saws, woodchippers, and abrasive cutting discs.

Use of any of these power-driven machines by minors is strictly prohibited.

HO 15. Wrecking, demolition, and shipbreaking operations.

Minors may not be employed to perform wrecking, building demolition or shipbreaking.

HO 16. Roofing operations and all work on or about a roof.

This order bans all jobs in roofing, including work performed on the ground and all work performed on or about a roof or in close proximity to a roof.

HO 17. Excavation operations.

This order bans all jobs of trenching and excavating, including working in trenches more than four feet deep. Minors may not work in excavating, work in or backfill trenches or perform any excavating for buildings or other structures.