Connecticut's Working Papers Manual Guidelines and Procedures for the Employment of Minors in Connecticut

CONNECTICUT EDUCATION
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Connecticut State Department of Education

Charlene M. Russell-Tucker, Commissioner

Division of Postsecondary Programs and Career Pathways

Katie Atkinson, Education Consultant

State of Connecticut

Ned Lamont, Governor

State Board of Education

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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), Academic Office 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. Connecticut General Statutes (C.G.S.) 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 and such minor is sixteen years of age or older, (2) in any mercantile establishment, as a staff member at a youth camp, as defined in section 19a-420, who will not be employed by a municipality, or as a lifeguard who will not be employed by a municipality, 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 Katie Atkinson, Education Consultant, CONNECTICUT Education, Division of Postsecondary Programs and Career Pathways, 450 Columbus Boulevard, Hartford, CT 06103, 860-713-6773, Katie.Atkinson@ct.gov.

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 agent in issuing the certificates.

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 minor who desires Connecticut employment and has met all the requirements for being issued a Certificate.

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 must have the current date of issue. Under no circumstances can the form be back-dated.
- 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.

1. 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.

2. 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.

3. 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.

4. 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).

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

5. 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:

a. **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.

b. **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 the minor is at least 16.

c. **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.

d. **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.

e. **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.

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

- **Governmental Jobs**, State, Federal or municipal jobs (such as public schools, libraries or parks & recreation), do not require working papers but are subject to all other requirements and prohibitions. 14 and 15 year-old workers may be employed only during school vacation.

- **Other jobs not requiring working papers for 14 and 15 year-olds** (see appendix C) only during school vacations.

- **Workforce Development Board Summer Youth Program Exemption**: The law 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. Specifically, C.G.S. Section 10-193(b) 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.

- **Supervised Agricultural Experience (SAE)** - 14 and 15 year-olds employed as part of an SAE may work during the school year and are not issued working papers. SAE Placement Manual

- **Child Performers -** Minors in Connecticut may work as child performers, are exempt from child labor laws and are not issued working papers.

7. 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.

8. 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 Sean McKeown at 860-713-6884 or Sean.McKeown@ct.gov.

Minors may also work in Supervised Agricultural Experience (SAE) programs. This includes minors aged 14 or 15 who are permitted in this limited circumstance to work during the school year. In order to qualify for this exemption, the minor receives prior approval through the LED 31-23 form. Working papers are not issued to 14 or 15 year-olds for this purpose. Questions regarding SAE programs may be directed to the CSDE Academic Office or you may view the manual here: https://portal.ct.gov/-/media/sde/cte/wbl/sae_placement_manual.pdf

General Operational Procedures

In issuing employment certificates to minors, the following procedures are provided to assist the designated 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 Katie Atkinson, at Katie.Atkinson@ct.gov.

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

The Certificate of Age Form ED-301 is a 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 Academic Office.

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. To request changes please contact Katie Atkinson at 860-713-6773 or Katie.Atkinson@ct.gov..

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: Katie Atkinson at 860-713-6773 or Katie.Atkinson@ct.gov.

Because statutes governing restrictions are subject to annual legislative changes, for questions not addressed through this manual 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.

Connecticut has several other types of working certificates or permits for minors, not all of which are issued through the Local or Regional School Districts.

- **Agricultural Work Permit**
  When school is in session, no minor under 16 years of age can be employed in agriculture. For all employment in agriculture, the minor must present to the employer a birth certificate, an agricultural work permit, or other legal proof of age showing that they are at least 16 during the school year and at least 14 when school is out of session for the summer. 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. **Working papers are not issued**.

- **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.

- **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.

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.

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 or operate equipment so designated with the exception 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.

Rethermalizer and fryolator equipment operate with hot water and hot oil respectively, and require users, or employees, to wear protective gloves and use tongs to access the products within them. Severe injuries can result from the use of this equipment by inexperienced minor employees. CTDOL declares that minors sixteen- and seventeen-years-of-age may be employed in occupations where duties include the use of fryolators and rethermalizers. The use of rethermalizer and fryolater equipment remains declared hazardous for the employment of minors fourteen- and fifteen-years-of-age under CGS 31-23(c), and employees in this age group are prohibited from employment in such occupations.

Employers are required to provide training to all sixteen- and seventeen-year-olds employed in occupations where duties include the use of fryolators and rethermalizers. Such training must be:

- Provided within 30 days from the hire date;
- Facilitated by a person who is eighteen years old or over; and
- Must be specific to the machine(s) used.

Employers are required to maintain records relating to the training of minors in such occupations. Such records must include a description of the equipment the employee has been trained on and must be signed off by the employee and employer after completion of the training. Employers who fail to provide such training will be subject to a civil penalty of $300.00 for each violation.

Wages

Minors 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 employment **in a minor's first job** and shall equal the minimum fair wage thereafter, except in institutional training programs specifically exempted by the Labor Commissioner. Connecticut's minimum wage is as follows:

- $16.35 January 1, 2025 - December 31, 2025
- $16.94 January 1, 2026 - December 31, 2026
- Minors who work more than 40 hours in any week must be paid overtime (1.5 times hourly)
- **Expectations** to the requirement for minimum wage:
    - Effective July 1, 2019, persons employed in the hotel and restaurant industry. The business must be filed with the Department of Revenue as a restaurant or hotel in order to qualify for this exemption. See PA 19-4: https://www.cga.ct.gov/2019/ACT/pa/pdf/2019PA-00004-R00HB-05004-PA.pdf.
    - A minor who has received a first job offer may be paid 85% of the current minimum wage for the first ninety (90) days of employment and current minimum wage thereafter. This must be stated in the letter and is **only applicable for a minor's first job**.
    - Licensed Youth Camps **open no more than six months of the year** are not mandated to pay minimum wage. (C.G.S. Sec 31-58) **A business open more than six months per year is not**

eligible for this exemption. A youth camp will apply for a license through the Office of Early Childhood (OEC), Division of Licensing. This license is needed for all programs that have five or more students under the age of 16 years old, who are participating in a program lasting three days or more. **No person shall establish, conduct or maintain a youth camp without a license issued by the Office of Early Childhood.** (C.G.S. Sec. 19a-421)

Hours of Employment

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

- **Exemption** – a homeschooled minor may receive Working Papers for work hours during the school day but must provide a document to the employer from the public school stating that the minor is not enrolled in the school system and is homeschooled. This document shall accompany the working papers.

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

A minor under the age of 17 may not operate a motor vehicle 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 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, have completed a state-approved driver education course and 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. Transporting of persons in a bus or other vehicle including boats is strictly prohibited.

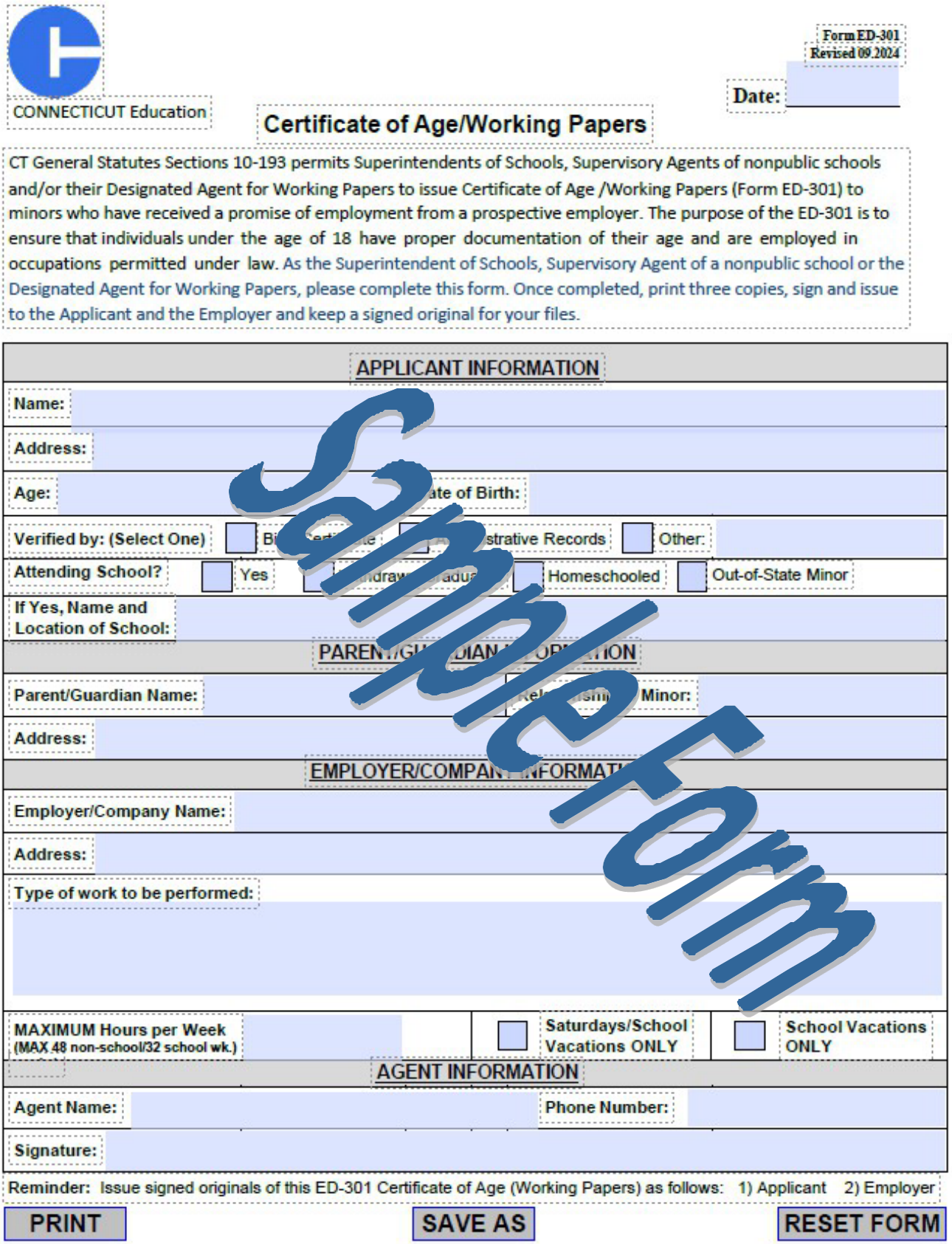
Exemption from Connecticut Child Labor Laws

Connecticut laws allow minors under 18 years of age who have graduated from high school to work 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.

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



CONNECTICUT Education

Form ED-301
Revised 09.2024

Date: _____

Certificate of Age/Working Papers

CT General Statutes Sections 10-193 permits 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.

APPLICANT INFORMATION

Name:

Address:

Age: ... ate of Birth:

Verified by: (Select One) ☐ B... ☐ ...strative Records ☐ Other:

Attending School? ☐ Yes ☐ ...drawn ...adua... ☐ Homeschooled ☐ Out-of-State Minor

If Yes, Name and Location of School:

PAREN.../GU... ...DIAN ... ...ION

Parent/Guardian Name: ... Minor:

Address:

EMPLOYER/COMPAN... INFORMAT...

Employer/Company Name:

Address:

Type of work to be performed:

MAXIMUM Hours per Week (MAX 48 non-school/32 school wk.)

☐ Saturdays/School Vacations ONLY

☐ School Vacations ONLY

AGENT INFORMATION

Agent Name: Phone Number:

Signature:

Reminder: Issue signed originals of this ED-301 Certificate of Age (Working Papers) as follows: 1) Applicant 2) Employer

PRINT SAVE AS RESET FORM

Sample Form

Appendix B – Promise of Employment Form

(This form may be downloaded and completed or copied onto company letterhead. All information is required.)

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. (16 and 17 year-olds maximum 32 hours school week and 48 hours non-school 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 as a staff member at a youth camp, as defined in section 19a-420, as a lifeguard or in any mercantile establishment as a bagger, cashier or stock clerk, provided such employment is limited to periods of school vacation during which school is not in session for five consecutive days or more except that a 15 year-old minor employed in a grocery store may work on any Saturday during the year for no more than 8 hours. (C.G.S. Sec. 31-23 (b) (1))

Name: _____

Signature: _____

(Authorized Firm/Company Official)

Date: _____

Appendix C - General Guidelines and Hours of Employment

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 (Hours over 40 per week must be paid overtime)
  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 (Hours over 40 per week must be paid overtime)

- **Hairdressing/Bowling Alley/Pool Hall/Photography School Week**
  6 a.m. to 10 p.m.
  6 hours per day on school days
  8 eight 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 (Hours over 40 per week must be paid overtime)

*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 16 and 17-Year-Old Minors*

A fourteen-year--old minor may be issued working papers for work as a caddie or in the pro shop at any private golf course 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-year-old minor may be issued working papers for work as a staff member at a licensed summer youth camp, as defined in section 19a-420, as a lifeguard or in a mercantile establishment (retail store) as a bagger, cashier or stock clerk, during periods of school vacation. 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 the grocery store 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.

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 selected on the form.

Permitted Occupations for 14- and 15-Year-Olds

The following places of employment are permitted for 14- and 15-year-olds during periods of school vacation:

- Agriculture (working papers are not issued – Department of Agriculture rules apply)
- 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.
- ***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, Youth Camp or Lifeguard** a 15-year-old (not a 14 year-old) may be employed or permitted to work as a staff member at a licensed youth camp, as defined in section 19a-420, as a lifeguard or in a retail store as a cashier, bagger or stock clerk.

*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 job categories denoted with asterisks. (See C.G.S. 31-23.)

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

The following 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.

Except for employment in a grocery store as stated 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.

- **Exceptions**: 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 D – Prohibited Occupations and Places of Employment

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 Hand Tools (No Saws) (No Drill Over ¼ inch Diameter)
* Brush Painting and Window Cleaning using not more than a 6 foot stepladder.
* General Cleaning

* 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
Fryolators and Rethermalizers (may only be used by minors 16 and 17 and then only with documented training)
Grain and Feed Processing
Ice Manufacturing
Ladders greater than 6 feet in height
Landscaping – Operation of any machinery with an exposed blade (rotary mower or weed whacker with a blade)
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
Ride Operator
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
Zamboni Operation

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 provisions of below 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. 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
- 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
- Firearms – handling of firearms as a job duty including work on licensed gun or firing ranges
- 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 F)
- Welding
- Woodworking Machinery, Fixed or Portable, Operation or Helper

Appendix E – Federal 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.

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.

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.

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
(a) 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 and such minor is sixteen years of age or older, (2) in any mercantile establishment, as a staff member at a youth camp, as defined in section 19a-420, who will not be employed by a municipality, or as a lifeguard who will not be employed by a municipality, 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.
(b) Nothing in subsection (a) of this section shall be construed to apply to any person desiring to employ a minor through a youth development program of a regional workforce development board.
(c) The State Board of Education shall establish procedures governing the issuance of such certificates.

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 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)**

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 non-school 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.
(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 is 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.

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 as a staff member at a youth camp, as defined in section 19a-420, as a lifeguard or 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. Any minor who has reached the age of fifteen and is employed or works as a staff member at a youth camp or as a lifeguard shall be supervised by a person of at least eighteen years of age. (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, as amended by this act, and (B) each person who employs a fifteen-year-old minor as a staff member at a youth camp, as a lifeguard or 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, as amended by this act, except that no such certificate shall be required for such minor employed by a municipality as a staff member at a youth camp or as a lifeguard. 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 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.

Sec. 19a-420. (Formerly Sec. 19-539). Definitions.

(1) "Youth camp" means any regularly scheduled program or organized group activity advertised as a camp or operated only during school vacations or on weekends by a person, partnership, corporation, association, the state or a municipal agency for recreational or educational purposes and accommodating for profit or under philanthropic or charitable auspices five or more children, who are at least three years of age and under sixteen years of age, who are (A) not bona fide personal guests in the private home of an individual, and (B) living apart from their relatives, parents or legal guardian, for a period of three days or more per week or portions of three or more days per week, provided any such relative, parent or guardian who is an employee of such camp shall not be considered to be in the position of loco parentis to such employee's child for the purposes of this chapter, but does not include (i) classroom-based summer instructional programs operated by any person, provided no activities that may pose a health risk or hazard to participating children are conducted at such programs, (ii) public schools, or private schools in compliance with section 10-188 and approved by the State Board of Education or accredited by an accrediting agency recognized by the State Board of Education, which operate a summer educational program, (iii) licensed child care centers, or (iv) drop-in programs for children who are at least six years of age administered by a nationally chartered boys' and girls' club;

(2) "Resident camp" means any youth camp which is established, conducted or maintained on any parcel or parcels of land on which there are located dwelling units or buildings intended to accommodate five or more children who are at least three years of age and under sixteen years of age for at least seventy-two consecutive hours and in which the campers attending such camps eat and sleep;

(3) "Day camp" means any youth camp which is established, conducted or maintained on any parcel or parcels of land on which there are located dwelling units or buildings intended to accommodate five or more children who are at least three years of age and under sixteen years of age during daylight hours for at least three days a week with the campers eating and sleeping at home, except for one meal per day, but does not include programs operated by a municipal agency;

Sec. 19a-421. (Formerly Sec. 19-540). Licensure. Background checks. Refusal to license, suspension or revocation of license. Notification re certain criminal convictions. Maintenance and inspection of background check documentation.

(a) No person shall establish, conduct or maintain a youth camp without a license issued by the office*. Applications for such license shall be made in writing at least thirty days prior to the opening of the youth camp on forms provided and in accordance with procedures established by the commissioner and shall be accompanied by a fee of eight hundred fifteen dollars or, if the applicant is a nonprofit, nonstock corporation or association, a fee of three hundred fifteen dollars or, if the applicant is a day camp affiliated with a nonprofit organization, for no more than five days duration and for which labor and materials are donated, no fee. All such licenses shall be valid for a period of one year

from the date of issuance unless surrendered for cancellation or suspended or revoked by the commissioner for violation of this chapter or any regulations adopted under section 19a-428 and shall be renewable upon payment of an eight-hundred-fifteen-dollar license fee or, if the licensee is a nonprofit, nonstock corporation or association, a three-hundred-fifteen-dollar license fee or, if the applicant is a day camp affiliated with a nonprofit organization, for no more than five days duration and for which labor and materials are donated, no fee.

(b) On and after October 1, 2022, any licensee shall require any prospective employee eighteen years of age or older, who is applying for a position at a youth camp that requires the provision of care to a child or involves unsupervised access to a ii Connecticut Office of Early Childhood Youth Camps-Licensing Statutes and Regulations child, to submit to a comprehensive background check. The background check shall include, but not be limited to, a (1) (A) criminal history records check conducted (i) in accordance with section 29-17a, or (ii) by searching the electronic criminal record system maintained on the Internet web site of the Judicial Department for convictions matching the prospective employee's name and date of birth, (B) state child abuse registry established pursuant to section 17a-101k, (C) registry established and maintained pursuant to section 54-257, and (D) National Sex Offender Registry Public Website maintained by the United States Department of Justice, or (2) check by a third-party provider of national criminal history record checks that is conducted through a centralized database utilizing the prospective employee's fingerprints, provided such provider appears on a list of such providers published on the Internet web site of the Office of Early Childhood. Prior to each check of the state child abuse registry conducted pursuant to this subsection, a licensee shall submit to the office an authorization for the release of personal information signed by the prospective employee, on a form prescribed by the office, and the office shall submit such authorization to the Department of Children and Families. Any prospective employee who holds a J-1 visa, H-1B visa or R-1 visa issued by the United States Department of State shall not be required to submit to a background check under this section.

(c) Pending completion of all comprehensive background check components described in subsection (b) of this section, a prospective employee may begin work on a provisional basis, provided such prospective employee is supervised at all times by an employee who was subjected to a comprehensive background check described in subsection (b) of this section within the past five years.

(d) Each licensee shall require any employee of a youth camp holding a position that requires the provision of care to a child or involves unsupervised access to a child to submit to a comprehensive background check described in subsection (b) of this section not later than five years after the date such employee was hired, and at least once every five years thereafter. Nothing in this section prohibits a licensee from requiring any such employee to submit to a comprehensive background check more than once during a five-year period.

(e) The Commissioner of Early Childhood shall have the discretion to refuse to license under sections 19a-420 to 19a-429, inclusive, a person to establish, conduct or maintain a youth camp, as described in section 19a-420, or to suspend or revoke the license or take any other action set forth in any regulation adopted pursuant to section 19a-428 if, the person who establishes, conducts or maintains such youth camp or a person employed therein in a position connected with the provision of care to a child or involving unsupervised access to a child, has (1) been convicted in this state or any other state of (A) a felony as defined in section 53a-25 involving the use, attempted use or threatened use of physical force against another person, (B) cruelty to persons under section 53-20, (C) injury or risk of injury to or impairing morals of children under section 53-21, (D) abandonment of children under the age of six years under section 53-23, (E) any felony where the victim of the felony is a child under eighteen years of age, or (F) a violation of section 53a-70b of the general statutes, revision of 1958, revised to January 1, 2019, 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b or 53a-73a, (2) a criminal record in this state or any other state that the commissioner reasonably believes renders the person unsuitable to establish, conduct or maintain or be employed by a youth camp, or (3) held a license to establish, conduct or maintain a youth camp in another state that was revoked by such state's licensing authority. However, no refusal of a license shall be rendered except in accordance with the provisions of sections 46a-79 to 46a-81, inclusive.

(f) Any person who is licensed to establish, operate or maintain a youth camp shall notify the Commissioner of Early Childhood if such licensee or any person employed by such youth camp is convicted of a crime listed in subsection (e) of this section, if such licensee or person employed by such youth camp is employed in a position connected with the provision of care to a child or involving unsupervised access to a child, immediately upon obtaining knowledge of the conviction. Failure to comply with the notification requirement may result in the suspension or revocation of the license or the imposition of any action set forth in regulation, and shall subject the licensee to a civil penalty of not more than one hundred dollars per day for each day after the licensee obtained knowledge of the conviction, provided such civil penalty shall not exceed the aggregate sum of four thousand five hundred dollars.
(g) Each licensee shall maintain, and make available for inspection upon request of the Office of Early Childhood, any documentation associated with a comprehensive background check described in subsection (b) of this section, for a period of not less than five years from the date of (1) completion of such background check, if the subject of the comprehensive background check was not hired by the licensee, or (2) separation from employment, if the subject of the comprehensive background check was hired by the licensee.
*Office means the Office of Early Childhood

Sec. 19a-422. (Formerly Sec. 19-541). Requirements for licensing of camps. License to be displayed

To be eligible for the issuance or renewal of a youth camp license pursuant to this chapter, the camp shall satisfy the following requirements: (1) The location of the camp shall be such as to provide adequate surface drainage and afford facilities for obtaining a good water supply; (2) each dwelling unit, building and structure shall be maintained in good condition, suitable for the use to which it is put, and shall present no health or fire hazard as so certified by the office and the State Fire Marshal or local fire marshal, as indicated by a current fire marshal certificate dated within the past year and available on site when the youth camp is in operation; (3) there shall be an adequate and competent staff, which includes the camp director or assistant director, one of whom shall be on site at all times the camp is in operation, activities specialists, counselors and maintenance personnel, of good character and reputation; (4) prior to assuming responsibility for campers, staff shall be trained, at a minimum, on the camp's policies and procedures pertaining to behavioral management and supervision, emergency health and safety procedures and recognizing, preventing and reporting child abuse and neglect; (5) all hazardous activities, including, but not limited to, archery, aquatics, horseback riding and firearms instruction, shall be supervised by a qualified activities specialist who has adequate experience and training in such specialist's area of specialty; (6) the staff of a resident and nonresident camp shall at all times include an adult trained in the administration of first aid as required by the commissioner; (7) records of personal data for each camper shall be kept in any reasonable form the camp director may choose, and shall include (A) the camper's name, age and address, (B) the name, address and telephone number of the parents or guardian, (C) the dates of admission and discharge, and (D) such other information as the commissioner shall require. Any youth camp licensed under this chapter shall operate only as the type of camp authorized by such license. Such camps shall not advertise any service they are not equipped or licensed to offer. **The license shall be posted in a conspicuous place at camp headquarters and failure to so post the license shall result in the presumption that the camp is being operated in violation of this chapter.**