

Employment Standards for Teen Workers

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Steps to Hire a Teen

Step 1: Employer obtain a minor work permit endorsement on their business license

- Apply through the Department of Revenue Business Licensing Services.
- Obtain a permit for every physical location where minors work.
- Post your Business License with the endorsement.
- Renew your endorsement annually.
- Website for the online application:
<http://bls.dor.wa.gov/minorworkpermit.aspx>



Steps to Hire a Teen

Step 2: Employer complete and keep a signed Parent School Authorization or Parent Authorization for Summer Work form on file.

- Complete the form and collect all signatures.
- Renew the Parent School Authorization form before September 30 of each year.
- If the teen is hired for summer work only, use the Parent Authorization Summer Work form.
- Parents & schools may adjust the minor's work schedule and hours.
- If a teen is homeschooled, taking online classes, not attending school, the parent or guardian can verify this on the form.



Steps to Hire a minor

Step 3: Evidence of age.

Obtain a copy of one of the following:

- Birth certificate
- Driver's license
- Baptismal record
- Passport
- Notarized statement from parent or legal guardian

Keep these records on file for three years

Remember the 3 P's:

1. Permit. 2. Parent & School Authorization 3. Proof of Age



When student is placed with an employer in a paid occupation - all teen rules apply

There are limits on hours per day, hours per week, and times of day that youth can work



What Hours are Teens Allowed to Work

What hours are teens under 18 allowed to work in non-agricultural jobs?

	Hours per day	Hours per week	Days per week	Begin	Quit
14–15 year-olds					
School weeks	3 hours (8 hours Sat.–Sun.)	16 hours	6 days	7 a.m.	7 p.m.
Non-school weeks	8 hours	40 hours	6 days	7 a.m.	7 p.m. (9 p.m. June 1 to Labor Day; this is a federal rule)
16–17 year-olds					
School weeks	4 hours (8 hours Fri.–Sun.)	20 hours	6 days	7 a.m.	10 p.m. (Midnight Fri.–Sat.)
School weeks with a special variance from school	6 hours (8 hours Fri.–Sun.)	28 hours	6 days	7 a.m.	10 p.m. (Midnight Fri.–Sat.)
Non-school weeks	8 hours	48 hours	6 days	5 a.m.	Midnight

Please note:

- An adult must supervise minors working after 8 p.m. in service occupations, such as restaurants and retail businesses.
- Overtime rules apply for all hours worked over 40 in one week.
- These rules also apply to home-schooled teens and teens not enrolled in school.



Wage Requirements

- Age requirement to work in the State of Washington is 14 years-old
- Workers under 16 years-old can be paid 85% of adult minimum wage or \$11.47 per hour
- 16 – 17 year-old are paid same as adults \$13.50 per hour



Meal and Rest Breaks for 16-17 Year Old

- They must be allowed meal period of at least thirty minutes in length.
- Meal periods must start no less than two hours but no more than five hours from the beginning of their work shift.
- Must be allowed a rest period of not less than ten minutes on employer time for each four hours worked.
- Rest periods must be scheduled as near as possible to the midpoint of the work period.
- They must receive a rest period at least every three hours.



Prohibited Teen Work Duties

All workers under 18 years of age are prohibited from doing the following work in any industry:

- Operating meat slicers or powered bakery equipment such as a Hobart mixer.
- Regular driving of motor vehicles to make time sensitive deliveries, such as pizza delivery. (No driving on public roads for those 16 or under.)
- Working at heights greater than 10 feet off the ground or floor level.
- Working alone past 8 p.m. without supervision by someone 18 years or older who is on the premises at all times



Youth Programs for 16-17 Year-Olds

Unpaid Internship – Meet six part test

Paid Internship – All youth rules apply

Paid Work-Based Learning – Participate in a bona fide vocational education, diversified career experience or work experience program, certified by OSPI

Registered Apprenticeships – Contact Consultant at Labor & Industries



Teens cannot work in hazardous occupations - but limited exemptions exist for student-learners in Career Technical Education and registered apprenticeship programs



Limited Equipment Exemptions

- Permit the minor to perform a work duty prohibited for his/her age ([WAC 296-125-030](#))? Yes No

If "Yes", please specify prohibited work to be performed by minor(s):

- | | |
|--|--|
| <input type="checkbox"/> Power-driven woodworking machines | <input type="checkbox"/> Roofing operations and all work on or about a roof |
| <input type="checkbox"/> Power-driven metal-forming, punching, and shearing machines | <input type="checkbox"/> Power-driven circular saws, bandsaws, chainsaws, guillotine shears, wood chippers, and abrasive cutting discs |
| <input type="checkbox"/> Operating power-driven meat processing equipment, including meat and other food slicers in retail and service establishments, and most operations in meat and poultry slaughtering, packing, processing, or rendering. | <input type="checkbox"/> Excavation operations |
| | <input type="checkbox"/> Power-driven balers, compactors, and paper processing machines |



Students can do otherwise limited hazardous work when the school ensures that:

Student Learning Agreements are created and include:

- Training objectives
- Organized and progressive work processes
- Safety instruction is provided by school and employer
- Some type of evaluation
- Schedule of site visits from school



Teens in hazardous occupations must be under the direct and close supervision of a qualified and experienced adult when operating hazardous equipment

Intermittent

For short periods of time

For learning purposes

Student may not be the principal operator



**You can learn more about teen work hours,
prohibited jobs and regulations:**

Online www.Lni.wa.gov/Teenworkers

Mail a question to TeenSafety@Lni.wa.gov

Visit any L&I office or call toll-free

1-866-219-7321

or

Contact: Josie Bryan Youth Employment Specialist at
Josie.Bryan@Lni.wa.gov Phone: 360-902-6041