

Guide for Working

teens



are you working now or looking for a job?

Most teens start work without knowing about the laws that protect them or how to stay safe on the job. And most injuries happen in the first few weeks on the job. You owe it to yourself to know your rights and responsibilities. Read on to find out what you need to know.

Labor laws **PROTECT** you from doing dangerous work. Generally if you are 18 or older, you may be employed in any occupation, except the sale and service of alcohol or transportation of hazardous materials. Generally, if you are 16 & 17 years old, you may not do work that involves:



- Driving a motor vehicle on public streets as part of the job or working as an outside helper on a motor vehicle.
- Operating power-driven machinery:
 - Meat slicers
 - Bakery machines (including dough mixers)
 - Box crushers/compactors
 - Woodworking machines
 - Metalworking machines
 - Punches
 - Hoists
 - Forklifts
 - Circular saws
 - Band saws
 - Guillotine shears
- Handling, serving, or selling alcoholic beverages
- Being exposed to radioactive substances or ionizing radiation
- Work in:
 - Wrecking or demolition
 - Excavation
 - Logging or sawmills
 - Roofing
 - Manufacturing brick or tile
 - Manufacturing or storage of explosives
 - Mining
 - Meat packing or processing
- Mixing, loading, or applying Category 1 pesticides
- Work in an immoral vocation or place

This training guide was developed by the Maine Department of Labor as part of the Safeteen Program and customized for California with the permission of the Maine Department of Labor by the State Compensation Insurance Fund.

NOTE: This is not a complete list, and there are some exceptions. Rules differ for farm work. Other restrictions may apply depending upon the worker's age and the industry. There are limited exemptions for workers under 18 who are in apprenticeship and student-learner programs. Contact the California Division of Labor Standards for additional information at 415.557.7878 or www.dir.ca.gov

“Generally, persons under 14 may not work in most businesses.”

There are a few exceptions to this, for example:

- News Carriers
- On Farms
- Domestic work in a private residence
- Employment by parents
- Entertainment.

Generally, if you are 14 or 15 years old, you may not do work that involves:

- Driving a motor vehicle
- Operating power-driven machinery:
 - Meat slicers
 - Bakery machines (including dough mixers)
 - Box crushers/compactors
 - Woodworking machines
 - Metalworking machines
 - Punches
 - Hoists
 - Forklifts
 - Circular saws
 - Band saws
 - Guillotine shears
- Handling, serving, or selling alcoholic beverages
- Being exposed to radioactive substances or ionizing radiation
- Work in:
 - Wrecking or demolition
 - Excavation
 - Logging or sawmills
 - Roofing
 - Manufacturing brick or tile
 - Manufacturing or storage of explosives
 - Mining
 - Meat packing or processing
- Mixing, loading, or applying Category 1 pesticides
- Work in an immoral vocation or place
- Work in building or construction
- Work in manufacturing or food processing
- Baking or cooking on the job (except cooking at a serving counter)
- Dry cleaning or work in a commercial laundry
- Work on a ladder or scaffold
- Work in a freezer or meat cooler
- Loading or unloading trucks, railroad cars, or conveyors
- Working in a warehouse (except as a clerical)
- Dispensing gas or oil
- Cleaning, washing, or polishing cars



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Work Hours for Teens



How many HOURS can I work? How LATE can I work?

Labor laws protect teens from working too long, too late, or too early.

If You are **18** Years Old

Generally, persons who are at least 18 may be employed in any occupation without work hour restrictions.

If You are **16** or **17** Years Old

Generally, if you are 16 or 17, you may work the following hours:

- 5 am – 10 pm
when there is school the next day
- 5 am – 12:30 am
when there is no school the next day
- Maximum Hours per Week:
 - When School is in Session:
 - 48 hours a week but not over:
 - 4 hours a day Monday – Thursday
 - 8 hours a day Friday – Sunday and holidays.
 - When School is not in Session:
 - 48 hours a week but not over 8 hours a day

Note: Some school districts may have more restrictive rules, and there are some exceptions, such as for teens in Work Experience Education programs. High school graduates or those awarded a certificate of proficiency may be employed for the same hours as adults and do not require permits

Contact the California Division of Labor Standards for additional information (415 557 7878 or www.dir.ca.gov)



How many HOURS can I work? How LATE can I work?
Labor laws protect teens from working too long, too late, or too early.

If You are 14 or 15 Years Old

Generally, if you are 14 or 15, you may not work during school hours. You may work the following hours outside of school hours:

- 7 am – 7 pm from Labor Day – June 1st
- 7 am – 9 pm from June 1st – Labor Day*
- Not during school hours
- Maximum Hours per Week:
 - When School is in Session:
 - 18 hours a week but not over 3 hours a day on school days
 - 8 hours a day Saturday – Sunday and holidays
 - When School is not in Session:
 - 40 hours a week but not over 8 hours a day

Note: Some school districts may have more restrictive rules, and there are some exceptions, such as for teens in Work Experience Education programs. High school graduates or those awarded a certificate of proficiency may be employed for the same hours as adults and do not require permits

*Work hours maybe interpreted differently for year round schools.

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Do I need a WORK PERMIT?

YES! - If you are under 18, you must get a work permit before you begin a new job. You must get a new permit every time you begin a new job until you become 18 years old. Check with the school department in your town to find out where to get a work permit. Your high school guidance counselor or job placement coordinator may also be of help.

Steps for Getting a Work Permit

1. You need an employer to offer you a job first.
2. To apply for the permit, go to the Superintendent's Office with proof of your age. Ask your parent or guardian to come with you to sign the permit. If your parent or guardian cannot come with you, ask them for a signed note that says it's okay with them for you to get the permit. Bring the note with you to the Superintendent's Office

RIGHTS and **R**ESPONSIBILITIES

You have a right to:

- A safe and healthful workplace.
- Information and training about hazards at work, including any chemicals you might use.
- At least the minimum wage. As of January 1, 2002, the minimum wage is \$6.75 per hour. Call the California Division of Labor Standards Enforcement for the current minimum wage.
- Payment for all hours worked. You are entitled to 1.5 times your pay for each hour over 40 that you work in a week in most businesses.
- Payment for medical care if you get hurt or sick because of your job. You may also be entitled to lost wages.



You also have a right to:

- Express your concerns about health and safety.
- File a complaint with Cal/OSHA about health and safety problems.
- Work without racial or sexual harassment.
- Join or organize a union.
- Refuse to work if the job is immediately dangerous to your life or health.
- Not be fired for speaking up about health and safety concerns.
- Health & Safety equipment if it is required to do the job

You have a RESPONSIBILITY to:

- Know your rights.
- Comply with workplace safety rules and instructions.
- Use safety equipment and protective clothing (when required).
- Keep work areas clean and neat. This promotes safety.
- Know what to do in an emergency.
- Report any injury or hazard to your supervisor.
- Speak up if you see something that is unsafe.



Questions for Young Workers to Ask

Every worker needs to know about the safety and health program where she or he works. Here are some things you need to know. You may learn them during your interview or during orientation. If not, ask your supervisor.

- What are the hazards of my job?
- What are my health and safety responsibilities?
- Are there any chemicals in the workplace?
- When will I receive training on any safety gear I'll need to use?
- When will I receive training on any chemicals I'll need to use?
- Who do I ask if I have a health or safety question?
- What should I do if I see something I think is dangerous?
- What should I do if I get hurt at work?

