Going To Work For The First Time

Child labor laws protect young people in the work force. Although minors are no longer required to have permits, they, their parents and employers should be aware of laws and regulations applying to young people, ages 14–17 and the kinds of jobs and working hours that are allowed.

EMPLOYERS WHO HIRE MINORS MUST:

➤ Comply with all child labor laws.
➤ Verify the age of each minor hired from an appropriate proof of age document such as passport, driver's license or birth certificate.
➤ Maintain a list of all minors hired.
➤ Post a validated Employment Certificate in a conspicuous location where all employees may readily see it. To obtain an Employment Certificate, an employer must file an annual Employment Certificate Application with the Bureau of Labor and Industries’ Wage and Hour Division. Applications are available at all bureau offices or employers can call the Child Labor Unit in Portland, (971) 673-0836, and have an application sent to them. You can also print an application form from our web site: www.oregon.gov/boli.

♦ Employers fill out the application and send it to the bureau's Child Labor Unit, 800 NE Oregon St. #1045, Portland, Oregon 97232.
♦ When the application is approved, the bureau sends a validated annual Employment Certificate to the employer.
♦ If the employer changes the work duties of minors at any time, the employer must fill out a Notice of Change Form and send it to the bureau for approval.
♦ The bureau sends renewal notices to employers approximately six weeks prior to the expiration of an annual certificate.

Newspaper carriers/vendors and minors performing domestic work or work in private residences are not subject to the provisions of the child labor laws. However, the provisions of other laws, including minimum wage, overtime, working conditions and wage collection laws, still apply to most of these employees. Contact BOLI for more information.
## JOBS THAT 14- AND 15-YEAR-OLD WORKERS MAY DO

<table>
<thead>
<tr>
<th>TYPES OF BUSINESSES</th>
<th>THESE ARE EXAMPLES OF THE KINDS OF JOBS THAT 14- AND 15-YEAR-OLDS MAY DO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offices</td>
<td>Office work of all kinds.</td>
</tr>
<tr>
<td>Wholesale/retail Stores and Services</td>
<td>Price marking or tagging, assembling or packing orders, cashiering, selling or stock work in retail sales or service establishments, bagging orders in grocery stores, clean-up work, including using vacuum cleaners and floor waxes, display or window trimming, work in art or advertising offices.</td>
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<tr>
<td>Restaurants, Hotels</td>
<td>Food service, bussing dishes, cooking at soda fountains, lunch counters or cafeteria serving counters, kitchen work including the use of machines such as dishwashers, blenders, corn-poppers, dumbwaiters.</td>
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<tr>
<td>Car Washes</td>
<td>Car washing, cleaning and polishing.</td>
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<tr>
<td>Service Stations</td>
<td>Service station attendant, but not using pits, racks or lifting apparatus, and not inflating any tire mounted on a rim equipped with removable retaining ring.</td>
</tr>
<tr>
<td>Theaters, Amusement Parks</td>
<td>Ushering, sales or services in theaters, recreation areas or establishments, but not operating rides.</td>
</tr>
<tr>
<td>Parks, Yards</td>
<td>Outdoor maintenance work, such as brush clearing, removing litter, grounds-keeping, but not using power driven mowers or cutters.</td>
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<tr>
<td>Nursing Homes, Hospitals</td>
<td>Assisting in patient care in hospitals or nursing homes.</td>
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<tr>
<td>Daycare Centers</td>
<td>Child care.</td>
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<tr>
<td>Kennels</td>
<td>Pet grooming, pet care.</td>
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<tr>
<td>Farms</td>
<td>Agricultural work, such as picking or plant propagation, care of livestock, except cattle.</td>
</tr>
<tr>
<td>Entertainment Productions</td>
<td>Acting or performing in a film or entertainment production.</td>
</tr>
</tbody>
</table>

## JOBS THAT 16- AND 17-YEAR-OLD WORKERS MAY DO

There are many more jobs that 16- and 17-year-olds may do. They are restricted only in the use of some machinery, explosives, radioactive substances, mining and logging operations. (See the list of hazardous, prohibited occupations at the end of this summary.)
Working Hours

FOR 14- AND 15-YEAR OLDS

When school is in session:
➤ Three hours per day on school days,
➤ Eight hours per day on non-school days,
➤ 18 hours per week maximum,
➤ Only between the hours of 7 a.m. and 7 p.m.
Working is not allowed during school hours.

When school is not in session:
➤ Eight hours per day,
➤ 40 hours per week maximum,
➤ From June 1 through Labor day: 7 a.m. to 9 p.m.

FOR 16- AND 17-YEAR OLDS

Any time of year:
➤ Any hours - no daily restrictions,
➤ 44 hours per week maximum.

Paychecks

Minimum Wage
➤ The minimum wage is $8.80/hr. from Jan. 1 - Dec. 31, 2012.
➤ Employees must be paid the minimum wage for all hours worked, including preparation time, opening and closing times and required meetings.
➤ Employers may not use tips as credit toward minimum wages owed to any employees.
➤ Employers covered under the federal Fair Labor Standards Act must comply with state laws regulating payment of minimum wage and overtime.

Overtime
Non-exempt employees must be paid time and one-half the regular rate of pay for any time worked over 40 hours a week.

Paydays
Regular paydays must be established and maintained. A pay period may not exceed 35 days.

Deductions
Employers MAY make deductions for:
➤ The fair market value of meals or lodging provided for the private benefit of the employee.
➤ Those items which are required by law or provided for in a collective bargaining agreement.

Employers MAY NOT make deductions for the cost of:
➤ uniforms or tools or their maintenance.
➤ breakage or losses.

An itemized statement of deductions made from wages must be provided with each paycheck.

Uniforms
An employer may require an employee to purchase a uniform if the employee is paid more than minimum wage and the purchase price is not more than the amount paid above the minimum wage paid for ONE PAY PERIOD.

If an employee is required to wear a uniform and is being paid minimum wage, the employer must reimburse the employee for cleaning the uniform if dry cleaning is required.

Final Paychecks
If an employee is fired, all wages earned are due no later than the end of the first business day after discharge. If an employee quits with 48 hours notice, wages are due the last working day (excluding Saturdays, Sundays and holidays). If an employee quits without 48 hours notice, wages are due in five days (excluding Saturdays, Sundays and holidays) or on the next payday, whichever occurs first.
Agriculture Employment

Who May Work
Minors who are 12 years old may work on a farm. Minors who are 9 years old may work on a small farm which is operated under state regulations.

Power Driven Machinery
- A certificate of training for a completed program in tractor and farm machinery operation (4-H or vocational agriculture) is required to operate, to assist in operating, or to ride in or on power driven farm machinery.
- All employers, except as noted below, are required to submit an annual employment certificate application to the Wage and Hour Division.
- A minor may operate farm machinery at any age without an annual employment certificate if employed by the minor’s father, mother, grandmother, grandfather, brother, sister, uncle or aunt, or if living on a farm during summer vacation and the minor’s parent or guardian has made a written agreement covering the operation of machinery and filed a copy of the agreement with the Wage and Hour Commission.

Agricultural Minimum Wage
If paid on a piece-rate basis, minors must be paid the same piece rate as adult workers. Piece-rate pay must equal the minimum wage for the hours worked. Work on a small farm, however, may not be subject to the minimum wage law. For detailed information on minimum wage in agriculture, contact the nearest Bureau of Labor and Industries office.

There is no requirement to pay overtime to agricultural employees.

Hours in Agriculture
There are special rules concerning the hours of work that apply to minors working in agriculture. These rules are available from the nearest Bureau of Labor and Industries office.

Entertainment Productions
Employers engaged in entertainment productions involving minors may register with the Bureau of Labor and Industries in lieu of an annual employment certificate.

Minors of any age, except babies under 15 days old, may work in films, television productions, stage entertainment or other kinds of entertainment productions.

An annual employment certificate is not needed for a job of short duration (five days or less), provided the employer has registered with the Bureau of Labor and Industries.

In all entertainment production employment that is for a longer period of time, employers are required to complete an annual employment certificate application for minors 14-17 years of age, and special permits for minors under the age of 14 to the Bureau of Labor and Industries.

Canneries
Minors employed in canneries may not work longer than 10 hours in any one day unless the employer has been issued an emergency overtime permit by the Wage and Hour Commission.

Door-to-Door Sales
Minors who are at least 16 years old may work as salespersons selling products in residential areas door-to-door. The employer must be registered with the bureau and give each minor a Bureau of Labor and Industries identification card to carry and show to customers.

Door-to-door sales work is not subject to minimum wage law.

Youth Camps
Non-profit youth camps are not subject to the minimum wage or overtime laws. There are no restrictions on the hours minors 16 and over may work in youth camps. Minors under 16 may not work more than eight (8) hours per day, 40 hours per week, or before 6 a.m. or later than 10 p.m.

www.oregon.gov/boli
1. Occupations Involving Explosives
All occupations in or about plants or establishments manufac-
turing or storing explosives or articles containing explosive
components. (State law further prohibits the employment of
minors in occupations where explosives are used.)

2. Motor Vehicle Occupations
All motor vehicle occupations, including driving and outside
helper (riding outside the cab for the purpose of assisting in
the transportation of goods). Seventeen-year-olds may drive
under certain circumstances.

3. Coal Mine Occupations
All coal mining occupations performed under ground, in an
open pit, or on the surface of a coal mining plant for the pur-
pose of extracting, grading, cleaning or handling coal.

4. Forest Fire Fighting and Fire Prevention, Timber Tract
Management, Forestry Services, Logging and Saw Mill Occupations
All occupations in forest firefighting and forest fire preven-
tion occupations; all logging operations or occupations in the
operation of any sawmill, lath mill, shingle mill, or cooperage
stock mill.

5. Power Driven Woodworking Machine Occupations
Woodworking occupations involving the use or maintenance
of power driven woodworking machines for cutting, shaping,
forming, surfacing, nailing, stapling, wire stitching, fastening
or assembling, pressing or printing of wood or veneer; includ-
ing battery-powered, hand-held drills and sanders.

6. Occupations Involving Exposure to Radioactive Substances
Occupations involving exposure to radioactive substances and
to ionizing radiations.

7. Power Driven Hoisting Apparatus Occupations
Occupations involving the operation of power driven hoisting
apparatus or assisting in the operation of hoisting apparatus,
such as:
➤ elevators
➤ hoists
➤ man-lifts
➤ cranes
➤ fork-lifts
➤ high-lift trucks
➤ derricks
➤ freight elevators

8. Power Driven Metal Working Machine Occupations
The occupations of operator of or helper on power driven
metal forming, punching and shearing machines.
This ORDER DOES NOT APPLY TO a very large group of metal
working machines known as machine tools, which have one
or more tool- or work-holding device, such as:
➤ Milling function machines
➤ planing function machines
➤ grinding function machines
➤ lathes
➤ drills
➤ drill presses
➤ reamers
➤ honers
as well as a number of other machine tools that may be used
by 16- and 17-year-old minors.

9. Occupations in Mining, Other Than Coal
Occupations in or on the surface of underground mines or
quarries.

10. Occupations in Slaughtering or Meat Processing
Occupations involving slaughtering, meat packing or process-
ing, or rendering, including but not limited to, the use, repair
or cleaning of the following machines: meat patty forming
machines, meat slicing machines, meat and bone cutting
saws, knives and grinding, mixing, chopping machines.

11. Power Driven Bakery Machine Occupations
The occupations of operating, assisting to operate, repairing
or cleaning of dough mixers, batter mixers, bread dividing,
rounding or molding machines, dough brake, dough sheeters,
bread slicing and wrapping machines, cake cutting band saws
and setting up or adjusting cookie or cracker machines. Other
bakery machines may be used by 16- and 17-year-old minors.

The occupations of operating or assisting to operate paper
products machines including, but not limited to: arm type
wire stitchers or staplers, cover cutters, circular or band saws,
guillotine paper cutters, platen die cutting presses, platen
printing presses and punch presses.
Many paper products machines MAY BE USED by 16- and 17-
year-old minors, including but not limited to:
➤ bag making and box making machines
➤ gluing, gumming and folding machines
➤ rotary printing presses

13. Brick and Tile Manufacturing Occupations
All work in or about establishments in which clay construc-
tion products or silica brick or silica refractory products are
manufactured, except work in offices, storage, shipping and
drying departments.

14. Operation of Power Saws and Shears Occupations
All occupations of operator or helper setting up, repairing or
cleaning circular saws, band saws or guillotine shears.

15. Occupations in Wrecking, Demolition and Ship Breaking Operations
All occupations in wrecking, demolition and ship breaking.

16. Occupations in roofing Operations
All roofing operations.

17. Occupations in Excavation Operations
Excavating, working in or backfilling trenches exceeding four
feet in depth. Excavating for buildings or working in such
excavations. Working in tunnels or shafts prior to the comple-
tion of all driving, sinking and shoring operations.

18. Messenger Service Occupations
All delivery of messages or goods between the hours of
10:00 p.m. and 5:00 a.m.

For a complete listing of prohibited machines, see “Child Labor Bulletin No. 101” available from the United
States Department of Labor, Wage-Hour Division in Portland, (503) 326-3057.