**PREPARING FOR EMPLOYMENT AS A MINOR**

The State of Connecticut has laws in place to protect the safety and well-being of minors in the workplace. This document highlights four important considerations you should keep in mind as you prepare for employment as a minor.

1. **Make sure you are applying for a job that you are allowed to do.** These are jobs prohibited for all minors under 18 years of age:

* Automotive maintenance and repair, EXCEPT (the following are permitted):
  + island work
  + changing passenger car tires (no truck tires)
  + use of air hand tools
  + preparing cars for painting, limited to sanding and masking (no spray painting
  + or welding)
  + hand cleaning and washing of motor vehicles (no flammable liquids)
  + clerical or bench work
* Any occupation or task which exposes the minor to bodily fluids, especially blood-born pathogens
* Beverage bottling
* Brick, clay or tile manufacturing
* Balers, trash or paper compactors, and all paper-product manufacturing machines
* Coke and tar products processing/manufacturing
* Construction, EXCEPT the following:
  + Landscaping (planting small trees, shrubs, etc.)
  + General yard work/cleaning (no riding reel lawn mowers)
  + Brush painting and window cleaning (no ladders over 6 feet, no flammable cleaners/thinners)
  + Clerical/shipping/stock work
* Dry cleaning/laundry operations
* Ear piercing, body piercing or tattooing
* Exposure to radioactive substances or ionization radiation
* Excavation operations – all jobs of trenching and working in trenches more than four feet deep
* Forest fire fighting and fire prevention, timber tract management, logging and all sawmill operations
* Glazing/glass cutting operations
* Heat treating operations or helper
* Ice manufacturing
* Installation/maintenance/repair of electrical machinery/equipment
* Leather products processing/tanning
* Manufacturing and storage of explosives
* Motor vehicle driving, outside helper on any public road or highway (especially food delivery)
* Mining of any type
* Operation of foot, hand or power presses
* Plastic/plastic products manufacturing
* Pharmaceutical products manufacturing
* Power-driven bakery machines (including but not limited to horizontal/verticle dough or batter mixers, dough shooters and cake-cutting band saws)
* Power-driven hoisting apparatus (including but not limited to forklifts, elevators, cranes, derricks, bobcat and skidsteer loaders)
* Power-driven metal-forming, punching or shearing machines

More jobs prohibited for minors under 18 years old:

* Power-driven woodworking machines
* Printing operations
* Pressure testing
* Processing of food products
* Roofing operations – work of any kind on or about a roof including work on the ground
* Rubber/synthetic rubber products manufacturing/processing
* Slaughtering or meat packing, processing or rendering (including but not limited to meat slicers, saws or choppers)
* Soldering, welding, brazing, smelting, rolling, flame cutting, or any other types of metal processing
* Synthetic fiber manufacturing
* Spray painting and dipping
* Stone cutting and processing
* Sewing machine operation using needles over 1/16 inch diameter
* Tire recapping, vulcanizing or manufacturing
* Textile machinery operations
* Wrecking, demolition, and shipbreaking

1. **Know when you are allowed to work.** Depending on where you work, your work hours are restricted by the State Department of Labor. These are the hours you are allowed to work:

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

During the 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

During a Non-School Week

8 hours per day/48 hours per week

6 days per week

**Retail/Mercantile/Manufacturing/Mechanical**

During the 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

During a Non-School Week

8 hours per day

6 days per week/48 hours per week

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

During the 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

During a Non-School Week

8 hours per day

6 days per week/48 hours per week

1. **Know how much you must be paid for your work.** Minors must be paid for all work that is typically paid work. State law allows employers to pay minors 85% of the current minimum wage for the first 90 days of their employment. After the initial 90 days, employers must pay minors the current minimum wage. The CT minimum wage is as follows:

* $12.00 on September 1, 2020
* $13.00 on August 1, 2021
* $14.00 on July 1, 2022, and
* $15.00 on June 1, 2023

1. **Before you start working, obtain your working papers.** To begin employment if you are under 18 years old, you must first obtain “working papers”. The working papers are used as verification of a minor’s legal age for employment purposes. You can obtain your working papers, or Certificate of Age Form ED-301, from Mrs. Vincent in the Westbrook High School Main Office. Mrs. Vincent will provide you with a copy that you give to your employer and one for your own files.

In order for you to receive working papers, you must\*:

* Be at least 16 years old (15 years old for retail establishments during vacations weeks)
* Provide proof of your age, such as a birth certificate, baptismal certificate or passport. Mrs. Vincent will make a copy of it.
* Present your social security card. Mrs. Vincent will make a copy of it.
* Provide the employer’s written Promise of Employment which must:
  + Be written on the employer’s letterhead. If the employer does not have letterhead, there are other acceptable facsimiles.
  + Be signed by the manager
  + State the hours you will be working per week. Since many students work flexible hours, the Promise of Employment may list hour by saying something like, “10-20 hours per week.”
  + State the hourly wage you will receive.
  + Specifically state the type of work you will be employed to do.

\*Please note there may be additional restrictions on hours and the types of work if you are 14 or 15 years old.

**Enjoy your new job! Show your employer how valuable you are!**

**Helpful Websites:**

CT Young Worker Health and Safety Team:

<http://www.ctdol.state.ct.us/YoungWorkerSafety/>

State of CT Department of Labor:

<https://www.ctdol.state.ct.us/wgwkstnd/employminors.htm>