

Connecticut's Working Papers Manual

Guidelines and Procedures for the Employment of Minors in Connecticut



CONNECTICUT STATE DEPARTMENT OF EDUCATION - 2019

Connecticut State Department 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, or visit their Web site at [CTDOL Division of Wage and Workplace Standards](#).

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 State Board of Education for issuing such certificate. The Connecticut State Department of Education (CSDE), Bureau of Health/Nutrition, Family Services and Adult Education, 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. 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 such minor is sixteen years of age or older, (2) in any mercantile establishment, 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 Marcy Reed, Education Consultant, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 508, Hartford, CT 06103. You may also contact Marcy at 860-807-2130 or marcy.reed@ct.gov.

PART A – Certificate of Age Form ED-301: Working Papers

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 issuing agent in issuing the certificates.

1. 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 18 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 resident minor who desires employment and has met all the requirements for being issued a Certificate. This employment certification is also commonly referred to as "**working papers.**"

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, not altered or contain erasures;
- 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 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 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.

PART A – Certificate of Age Form ED-301: Working Papers

2. 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 Notarized Affidavit of Parent;
- provide a written promise of employment signed by the prospective employer;
- have an apprenticeship approval card if applicable; and/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.

3. 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 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 either of parent or minor.

4. Notarized Affidavit of Parent

Occasionally, a minor will have a written Promise of Employment, but is 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.

5. Written Promise of Employment

The issuing agent may exercise discretion in the evaluation process; however, good judgment must be used in determining the appropriateness of the job for the minor.

The written promise of employment must state specifically what job and associated tasks the minor will be performing. No vague job descriptions such as helper, general worker, laborer, maintenance, cleanup, janitor, custodian, sweeper, messenger, errand person, porter, 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).

PART A – Certificate of Age Form ED-301: Working Papers

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

6. 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:

- 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.
- 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 may not be 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.
- 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 his or her prospective place of employment is located**. If the minor is temporarily residing in Connecticut, the town in which he or she resides also may issue the certificate. Regardless of where the out-of-state minor obtains a certificate, the out-of-state minor must meet the criteria outlined on page 2 of this manual.
- 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 his or her original Certificate of Age Form ED-301 must apply for a reissued **Statement** in the same manner as for an original application. In order to receive a reissued Certificate of Age Form ED-301, the applicant must meet the same issuing criteria. Occasionally, an employer may misplace, destroy or lose the Certificate of Age Form. In order for the employer to avoid potential penalties from the CTDOL during a Workplace Standards Inspection, the employer should ask the issuing authority for a copy of the original. If the date of the original predates the date of the Workplace Standards Inspection, the penalty is waived.

7. Employment Not Requiring Certificate of Age Form ED-301 (ages 14 and 15)

There are certain areas of employment for which a **14- or 15-year-old minor** does not need to obtain a Certificate of Age Form ED-301. For a complete listing, and further information regarding employment not requiring a Certificate of Age Form ED-301, contact the Connecticut Department of Labor, 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, or visit their Web site at [CTDOL Wage and Workplace Standards Division](#).

PART A – Certificate of Age Form ED-301: Working Papers

8. 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 of time during which an individual (apprentice) learns a trade through on-the-job training and classroom instruction. In Connecticut, apprenticeship programs are usually from 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 on 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 (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 Web site at [CTDOL Office of Apprenticeship Training](#).

9. 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. Minors receive the Certificate of Age Form ED-301 after the LED-75 is completed. For more information regarding the LED-75, contact Harold Mackin at 860-713-6779 or harold.mackin@ct.gov.

10. Child Performers

Minors in Connecticut may work as child performers and are exempt from child labor laws. The ED-301 (Working Papers) form is not issued to child performers.

PART A – Certificate of Age Form ED-301: Working Papers

General Operational Procedures

In issuing employment certificates to minors, the following procedures are provided to assist the designated issuing agent:

1. Local Program Operations

It is important that the general 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 proper provisions for issuing certificates during school vacation periods. To inform the general 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 Web sites.

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 Marcy Reed, Education Consultant, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 508, Hartford, CT 06103. You may also contact Marcy at 860-807-2130 or marcy.reed@ct.gov.

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

The Certificate of Age Form ED-301 is an electronic 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 such requests directly to the CSDE, Bureau of Health/Nutrition, Family Services and Adult Education.

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 using the electronic form. A link to the form will be supplied to the superintendent’s office upon request. To request the link, please contact Marcy Reed at 860-713-2130 or marcy.reed@ct.gov.

PART A – Certificate of Age Form ED-301: Working Papers

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 get permission from the Public Records Administrator. *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 with the State Public Records Administrator.

6. Programs of Job Training and Work Experience

At times, 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 submits any documents required by the job training or work experience program (e.g., Apprenticeship Approval Card, LED-75) for work site assignments in potentially hazardous occupations. In addition to any documentation required for the issuance of the Certificate of Age Form ED-301, these documents must be submitted.

Career Pathways Programs must have all proper documentation (e.g., Apprenticeship Approval Card, LED-75 and Certificate of Age Form ED-301) on file prior to the individual starting employment.

7. Allowable Work Location and Tasks

At times, requests for working papers include descriptions of job duties or tasks that are neither specifically permissible nor prohibited. In such cases, the CTDOL can make a determination as to the legality of the job site or duties. Designees having questions regarding allowable locations or tasks not listed or addressed in this manual should contact the CSDE for guidance by contacting Marcy Reed at 860-807-2130 or marcy.reed@ct.gov.

Because statutes governing restrictions are subject to annual legislative changes, 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.

Part B – Other Connecticut Employment Certificates

Connecticut has several other types of working certificates or permits for minors, not all of which are issued through the CSDE. The CTDOL issues several certificates or permits.

1. Agricultural Work Permit

When school is not in session, no minor under 16 years of age can be employed in agriculture unless he or she presents to the employer a birth certificate, an agricultural work permit or other legal proof of age. Each employer must retain in his or her possession, and make available to the Commissioner of Labor or his agent, such legal proof of age, until the minor leaves his or her employment. When the minor leaves his or her employment, the employer must return to each minor such proof of age.

2. Apprenticeship Approval Card

In order 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](#).

3. Vocational Probation/Parole Employment Permit

Certain minors 14 or 15 years of age placed under the jurisdiction of the Juvenile Court or the Connecticut Department of Children and Families may be employed in **nonhazardous** jobs normally restricted to 16- or 17-year olds. **Vocational Permits** are **only** issued through the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education.

The Bureau will issue a **Vocational Permit** **only** upon receiving the following documents: (1) the written approval of the Juvenile Court and (2) a written promise of employment with a specific job description signed by the employer on the company's letterhead. Included in Appendix C, is a copy of the **Vocational Permit**, a sample of the Juvenile Court's written approval, and a sample of an appropriate **Employer's Promise of Employment**.

4. 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 work site **UNLESS** they are student minors enrolled in a Career Pathways/Cooperative Work Education Program, or an approved pre-apprenticeship/apprenticeship program that has also been approved by the CSDE and a training worksite that has been approved by the CTDOL.

The local education agency (LEA) must have completed and submitted 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 have completed 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.

Part C – Restrictions Affecting Minor Employment

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 Connecticut Department of Labor, 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, or you may visit their Web site at [CTDOL Division of Wage and Workplace Standards](https://www.ctdol.state.ct.gov/wageandworkplacestandards/).

1. Hazardous Employment

No minor under the age of 18 may be employed in any job that the CTDOL declares as hazardous with the exception of minors who are students enrolled in approved programs, or minors enrolled in apprenticeship programs. For a list of permitted occupations and prohibited places of employment, see Appendix D.

2. Wages

Minors under the age of 18 must be paid for all work that is typically paid work. The rates for all persons under the age of eighteen years, except emancipated minors, shall be not less than eighty-five per cent of the minimum fair wage for the first ninety days of such employment, or ten dollars and ten cents per hour, whichever is greater, and shall be equal to the minimum fair wage thereafter, except in institutional training programs specifically exempted by the commissioner. CT Minimum Wage is as follows:

- \$11.00 on October 1, 2019;
- \$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.

As of January 1, 2024, minimum wage changes are aligned to the federal employment cost index (ECI).

See PA 19-4: <https://www.cga.ct.gov/2019/ACT/pa/pdf/2019PA-00004-R00HB-05004-PA.pdf>

3. Hours of Employment

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

4. Employment Involving a Motor Vehicle

A student under the age of 17 may not drive on public roads as part of employment. Seventeen-year-olds may drive in limited circumstances: driving is restricted to daylight hours, the driving takes place within a 30 mile radius of the minor's place of employment, is occasional (not more than two trips per day) and 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.

5. Exemption from Connecticut Child Labor Laws

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

APPENDIX A

Sample Certificate of Age Form ED-301



Form ED-301
Revised 2/10

Print Form

Date: _____

Certificate of Age/Working Papers

CT General Statutes Sections 10-193 and 31-23 permit 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.*

<u>APPLICANT INFORMATION</u>	
Name:	
Address:	
Age:	Date of Birth:
Verified by: (Select One)	
Attending School? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, name and location of School:
<u>PARENT/GUARDIAN INFORMATION</u>	
Parent/Guardian Name:	Relationship to Minor:
Address:	
<u>EMPLOYER/COMPANY INFORMATION</u>	
Employer/Company Name:	
Address:	
Type of work to be performed:	
<u>AGENT INFORMATION</u>	
Agent Name:	Phone Number:
Signature:	

Reminder: Issue signed originals of this Certificate of Age /Working Papers as follows:

- 1) Applicant 2) Employer

Reset Form

APPENDIX B

Promise of Employment (Sample)

LETTERHEAD WITH THE NAME AND ADDRESS
OF THE EMPLOYING FIRM OR AGENCY

PROMISE OF EMPLOYMENT

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:

List specific job duties:

SAMPLE

This employment will have the starting rate of \$ _____ per hour for a work week of _____ hours.
Minors who are 14 years old may only work on Saturdays as caddies or in a pro shop at a municipal or private golf course, and minors who are 15 years old may only work on Saturdays in retail food stores and on non-school weeks in any mercantile establishments (Sec. 31-23 (b) (1)).

Name: _____

Signature: _____
(Authorized Firm/Company Official)

Date: _____

Name of Firm/Agency: _____

APPENDIX C

Vocational Permit

Student's Name:	Date Of Birth:
Student's Address:	
Employer Firm/Agency:	
Address:	
Job Duties:	
Under the provisions of Section 46b - 140(g) of the C.G.S., the minor named above is permitted to work at the place and duties specified, subject to laws and regulations governing the employment of minors 16- to 18-years-of-age.	
SIGNED:	DATE:
Working Papers Consultant, Bureau of Health/Nutrition, Family Services and Adult Education	

To the Employer:

Thank you for cooperating in the vocational project.

For your protection, as well as for that of the minor, please be advised that **no minor may be employed in a hazardous occupation unless registered as an apprentice or enrolled in a Career Pathways program approved by the CSDE**. Questions concerning the legality of specific jobs to be performed should be addressed to the Wage and Workplace Standards Division, Connecticut Department of Labor, 200 Folly Brook Boulevard, Wethersfield, CT 06109-1114. You may also contact the CTDOL Wage and Workplace Standards Division at 860-263-6791.

This permit is valid until the minor's sixteenth birthday. Following this date, working papers must be obtained through the Board of Education in the minor's town of residence.

cc: Connecticut Department of Labor
Probation Agent

APPENDIX C

LETTERHEAD WITH THE NAME AND ADDRESS
OF THE SUPERIOR COURT - JUVENILE MATTERS

Date _____

Bureau of Health/Nutrition, Family Services and Adult Education
Connecticut State Department of Education
450 Columbus Boulevard, Suite 508
Hartford, CT 06103
Attn: Working Papers Consultant

Re: _____ Date of Birth _____
(Name of Probationer)

On _____, Judge _____
(Date of Court's Action)

placed the above-named child on Vocational Supervision. I request issuance of the necessary Working Certificate so that the work-learning program can be initiated.

Enclosed are the duly completed Vocational Permit and Promise of Employment showing the employer, his or her address and the duties to be performed.

The probationer's mailing address is:

Thank you for your cooperation in this matter.

Sincerely,

(Signature of Probation Agent)

Enclosures

cc: Connecticut Department of Labor

Revised 6/17

APPENDIX C

LETTERHEAD WITH THE NAME AND ADDRESS
OF THE EMPLOYING FIRM OR AGENCY

PROMISE OF EMPLOYMENT FOR VOCATIONAL PERMIT ONLY

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 duties:
(Name of Person)

at a starting rate of \$ _____ per hour for a workweek of _____ hours.

Signed: _____
(Authorized Firm/Company Official)

Date: _____

Name of Firm/Agency: _____

Address: _____

RETURN TO:

Probation Agent

Superior Court - Juvenile Matter

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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

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

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

School Week

6 a.m. to 10 p.m.

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

*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 14- and 15-Year-Old Minors

Fourteen year old minors may be employed or permitted to work as a caddie or in a pro shop at any municipal or private golf course, and 15 year old minors may be employed in a **mercantile establishment** as baggers, cashiers or stock clerks. The times and hours of this employment **generally are limited to** periods of school vacation, during which time school is **NOT** in session for five consecutive days or more, and with the following conditions:

- 40 hours per week;
- 8 hours per day; and
- only 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.

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During the school year, 15-year-old minors employed in a retail food store may only work on a Saturday and for no more than eight hours. 14 and 15 year-olds may not work on any day that is followed by a school day.

When issuing the ED-301 to 14- or 15-year-old minors, the restrictions (**Saturday or School Vacation Only**) must be written on the form.

Permitted Occupations for 14- and 15-Year-Olds

The following places of employment are permitted for 14- and 15-year-olds

- Agriculture
- 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.)
- 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
- Mercantile/solicitation - a 15-year-old (not a 14 year-old) may be employed or permitted to work in any mercantile establishment as a bagger, cashier, or stock clerk ([see P.A. 08-108](#))*

*These are the only places of employment and occupations for which the ED-301 is issued to a 14 or 15 year-old. Although other occupations are “permitted”, by statute Working Papers cannot be issued except for the two categories denoted with asterisks.

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

The following places of employment are not allowed for 14- and 15-year-olds:

- Restaurant/food service
- Recreational establishments
- Manufacturing industries
- Mechanical/service industries
- Mercantile/solicitation (except as stated above)
- Theatrical industry
- Barber shops
- Any other business types not listed on the Permitted Occupation list.

There are exceptions for school-to-career, cooperative work experience, and city/town summer work-recreation programs. Inquiries about these programs should be directed to school/town officials.

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Prohibited Occupations and Places of Employment for All Minors Under the Age of 18 Years

- 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-borne 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/vertical 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
- 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

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- 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

NOTE: For prohibited equipment, “Operation” includes setting up, adjusting, repairing, oiling, cleaning as well as use of the equipment. Any power tool which has sharp cutting components, blades or hydraulics is generally prohibited. This is only a partial list of prohibited occupations for minors under the age of 18 years. See regulations [Sec. 31-23-1](#) for a more complete list. For more information, please contact the CTDOLE Wage and Workplace Standards Division at 860-263-6791.

Statutes regarding the issuing of the ED-301

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)**

Public Act No. 08-108 - an Act Concerning Minors in the Workplace.

(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 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. (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, and (B) each person who employs a fifteen-year-old minor 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. 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.

C.G.S. 10-193 – Certificate of Age for Minors in Certain Occupations

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 such minor is sixteen years of age or older, (2) in any mercantile establishment, 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.

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Hazardous Occupations

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 protective, 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 saw mill occupations.

This order bans all jobs in logging and saw mills, including cutting firewood, splitting firewood or working in

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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.

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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, wood chippers, 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.