



## Working Student Guidelines

This document is intended to provide school administrators and pastors information about employment of students **during** and **after** school and **through** the summer months. Students under the age of 18 are considered minors and may not work at anything that is hazardous or injurious to their health and well-being including: activities involving flammable substances, gases, vapors or fumes; activities involving driving a school bus, motor van or any motor-propelled vehicle.

Additionally, the Child Protection Decree must be followed regarding supervision of student employees.

Students under the age of 16 may not work where alcohol is prepared, sold or served. They may not perform outside window washing or any work requiring the use of ladders or scaffolds or hoisting apparatus or any power-driven machinery (other than office machines or equipment.)

### RESTRICTIONS ON WORKING HOURS FOR MINORS 14 and 15 YEARS OF AGE

#### **No person under 16 shall be employed:**

- During school hours except where specifically permitted by Chapter 4109
- Before 7 a.m. or after 9 p.m. from June 1st to September 1st or during any school holiday of 5 school days or more; or after 7 p.m. at any other time
- For more than 3 hours a day in any school day
- For more than 18 hours in any school week
- For more than 8 hours in any day when school is not in session
- For more than 40 hours in any week that school is not in session nor during school hours, unless employment is incidental to bona fide programs of vocational cooperative training, work-study, or other work-oriented programs with the purpose of educating students, and the program meets standards established by the state board of education.

### RESTRICTIONS ON WORKING HOURS FOR MINORS 16 and 17 YEARS OF AGE

#### **No person 16 or 17 who is required to attend school shall be employed:**

- Before 7 a.m. on any day that school is in session or 6 a.m. if the person was not employed after 8 p.m. the previous night
- After 11 p.m. on any night preceding a day that school is in session.

**Rest Breaks** - Any student under the age of 18 must have a 30 minute rest period for every five consecutive hours worked. The rest period must be documented in the student's work hour's record.

**Work Permits** - A work permit is required for every student between the ages of 14 to 18. A work permit must be issued by the school at the student's request, must be kept on file in the workplace, school/parish and must be returned to the issuer within 3 days of the student's request or employment termination.

**Wage Agreement** - The school or parish must prepare an agreement that states the rate of pay of the student and a signed copy should be given to the student.

**Records** - The school/parish must keep a record of the name, age, date of birth and position held by each student under the age 18, along with the number of hours worked daily, hours of beginning and ending work, hours of beginning and ending rest periods and wages paid each pay period. These records must be kept for 7 years from the time the record is made.

