

A BREAKDOWN REGARDING THE EMPLOYMENT OF MINORS

Minors (under age 18) require employment certificates for most jobs. The Pine Valley Counseling Office secretary is the designated individual to issue such employment certificates or permits. The office is open year-round.

Types of Working Papers

- Student Non-Factory Employment Certificates: issued to youth ages 14 and 15 who plan to work at permitted occupations during vacations or after school hours
- Student General Employment Certificates: issued to youth ages 16 and 17 who attend school and plan to work during vacations or after school hours
- Full-Time Employment Certificates: issued to youth ages 16 and 17, who are not attending school or who are leaving school for full-time employment
- Farm Work Permit: issued to youth ages 12-15 for work in hand-harvest of berries, fruits, and vegetables. Allows for work before and after school, on weekends and during vacations.
- Newspaper Carrier Permit: issued to youth ages 11-18 who deliver or sell and deliver to homes or places of business.

A minor 14 years of age and over may be employed as a caddy, babysitter, or in casual employment consisting of yard work and household chores when not required to attend school. Employment certification for such employment is not mandatory.

Application Process

Students may pick up an Application for the Employment Certificate in the PVHS Counseling Office. Applications are also available for download/printing from the PVCS website, under the High School Counseling Office page. Students are responsible for completing the application, obtaining their parent/guardian signature, providing proof of age (birth certificate or state ID), and obtaining documentation of a physical examination (within 12 months of application date). All items must be presented to the Counseling Office in order for the certificate or card to be issued to the student.

Employment Certificates/Permits or “Working Papers”

Students must present their employment certificate to their employer. Employers must keep the certificates on file at the place of employment for as long as the minor is employed by that employer. Certificates should be returned to the minor with the employment ceases.

All employment permits (for farm workers) must be carried by the minor while he/she is working. Farm Work Permits must also be signed by the employer.

Students are responsible for the safekeeping of their certificates/permits while unemployed.

Prohibited Employment

Minors 14 and 15 years may not be employed in, or in connection with a factory, or in certain hazardous occupations such as: construction work; helper on a motor vehicle; operation of washing, grinding, cutting, slicing, pressing or mixing machinery in any establishment; painting or exterior cleaning in

connection with the maintenance of a building or structure; and others listed in Section 133 of the NYS Labor Law.

Minors 16 and 17 years of age may not be employed in certain hazardous occupations such as: construction worker; helper on a motor vehicle, the operation of various kinds of power-driven machinery; and others listed in Section 133 of the NYS Labor Law.

Graduates Who Are Still Minors

Minors who have graduated from high school must apply for a Full-Time Employment Certificate if they wish to be employed before they turn 18. The application process remains the same as outlined above.

NYS Department of Labor's Statement on the Hours of Employment for Minors

Minors may not be employed during the hours they are required to attend school. Allowable hours of employment are outlined by certificate/permit, age, school attendance requirements, and industry/occupation. The full details of these regulations are provided upon certificate/permit issuance in the PVHS Counseling Office, are available on the PVHS Counseling Department's webpage, or on the NYS Department of Labor's website.

Revocation of Certificates/Permits

According to the NY State Education Department, *"The issuing school may revoke certificates and permits for appropriate cause. For example, a school may revoke a certificate or permit when employment interferes with required school attendance, or is affecting a minor's progress in school. Also, certificates and permits can be revoked if school officials discover that issuance of the working papers was based on false information, or if employment is affecting the health and welfare of a minor in other ways. In such instances, after due notice, schools can revoke certificates and permits."*

The Laws Governing the Employment of Minors can be obtained by visiting the NYS Department of Education or the NYS Department of Labor websites.