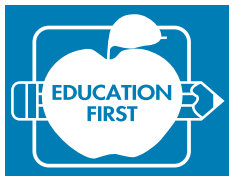


Are you ready to put **EDUCATION FIRST** for your teen workers?



Become a partner in the **EDUCATION FIRST** Program and show parents, schools and your teen workers that you and our industry care about education.

We know how important education is, let's make sure our teens know. Take this first step to ensure their success.

Your partnership in **EDUCATION FIRST** will provide you with the materials you need to communicate with teens, parents, educators and the community including:

- 20 "Partner" cards (includes written parental permission reply cards and Intent To Employ cards)
- An **EDUCATION FIRST** decal for your window
- A poster displaying the **EDUCATION FIRST** creed
- Necessary state forms and a review of the federal and state teen labor laws
- Access to students enrolled in high school hospitality programs
- Listing on the Department of Labor **EDUCATION FIRST** website

The **EDUCATION FIRST** Creed

As an EDUCATION FIRST employer, I pledge to:

- Make **EDUCATION FIRST** a priority for all teen workers
- Support teen worker's scholastic education with a workplace education
- Provide a safe and healthy working environment for teen workers
- Coordinate late hours with teen workers and parents to reassure them that as an **EDUCATION FIRST** employer, education will remain the top priority of our teen workers
- Offer flexible hours to accommodate the teen worker's school activities
- Work closely with the teen worker's school to assure grades and attendance remains in good standing with the school
- Comply with all federal and state regulations that involve teen labor

Return with payment to: Restaurant & Hospitality Association of Indiana • 200 S. Meridian St., Ste. 350, Indianapolis, IN 46225 • Fax: 317-673-4210
Phone: 317-673-4211 • Fax: 317-673-4210 • E-mail: info@indianarestaurants.org • www.indianarestaurants.org

	Qty.	Amt.
Initial Packet \$15 ea.		
Package of 25 "Partner" cards \$10 per pkg. (includes Parental Permission forms)		
Additional "Teen Labor" Posters		NC
TOTAL		

Name _____
 Company _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____
 E-mail _____
 check enclosed MC Visa Amex
 Card No. _____ Exp. Date _____
 Cardholder's Name _____
 Signature _____



Combined Review of Federal and Indiana Teen Labor Laws for Foodservice Employers

This information is not inclusive. Check with federal and state labor officials for more information.

rev. 2/05

Sponsored by:
Restaurant & Hospitality
Association of Indiana
317-673-4211 • 800-678-1957
info@indianarestaurants.com

GENERAL REQUIREMENTS

- The minimum permissible work age is 14.
- For teens 14-17 who are scheduled for at least six consecutive hours, either two, 15 minute paid breaks or a 1/2 hour unpaid break is required.
- At age 18, teenagers may work at any job and for any number of hours with the exception of handling or serving alcohol beverages.
- Teens 14-17 must have adult supervision after 10:00 p.m.

• Every employer must secure an employment certificate (work permit) before he allows any minor under 18 years of age to work for him at any time.

- This includes minors not enrolled in a regular school term.
- High School graduates under the age of 18 are not required to have employment certificates.
- The work permit must be kept on file as long as the youth is employed.
- A work permit is non-transferable and may be used at no more than two locations within the same enterprise, as long as the enterprise complies with the hour restrictions for the particular age.
- Notice of Teen Hour Restrictions must be posted (state form 158R5 no longer required).

LABOR LAWS FOR MINORS AGED 16 & 17

Prohibited Work

- May NOT operate power-driven shearing or bakery machinery.
- May NOT operate circular saws, band saws and guillotine shears. This includes operating, setting up, adjusting, repairing, or cleaning power-driven slicers.
- May NOT be employed in establishments where the principal business is the sale of alcohol beverages.
- MAY NOT operate pizza dough rollers EXCEPT dough rollers that meet certain safety criteria.
- MAY NOT operate motor vehicles, act as an outside helper or ride outside the cab of a motor vehicle, EXCEPT 17-year-olds MAY drive on the job no more than two trips in a work day that are not time sensitive (such as pizza delivery) within a 30-mile radius under additional strict restrictions.

Hours and Days of Work Restrictions

- A minor who is 16 or 17 and presents to the employer a written exception issued by the school that the child attends, or a home schooled registration number and permission from the parents may be permitted to work between 7:30 AM and 3:30 PM.
- Minors 16 and 17 years of age who are not enrolled in a regular school term, have graduated from high school, or completed an approved vocational education program are exempt from the hour restrictions.

Minors Aged 16 Hour Restrictions

- 8 hours per day/30 hrs per school week
- 40 hours per school week*
- No work after 10 PM on a night followed by a school day
- No work after 12 midnight on nights not followed by a school day*
- 9 hours per day during a non-school week*
- 48 hours per week during a non-school week*
- No work before 6 AM
- No work after 12 midnight
- No more than 6 working days per week

Minors Aged 17 Hour Restrictions

- 8 hours per day/30 hrs per school week
- 40 hours per school week*
- No work after 10 PM on a night followed by a school day
- No work after 12 midnight on nights not followed by a school day*
- May work up to 11:30 p.m. on a night followed by a school day*
- May work up to 1 a.m. on two non-consecutive nights followed by a school day per week*
- 9 hours per day during a non-school week*
- 48 hours per week during a non-school week*
- No work before 6 AM
- No work after 12 midnight
- No more than 6 working days per week

* Requires written permission of parents on file with employer.

LABOR LAWS FOR MINORS AGED 14 & 15

Prohibited Work

- May NOT cook over open flames
- May NOT bake, including any part of the baking process (weighing, mixing, putting products in pans or trays)
- May NOT clean, maintain or repair cooking equipment such as grills, deep-fat fryers and steam tables if the equipment surface exceeds 100°F.
- May NOT use roasters, broilers or pressurized equipment that operate at extremely high temperatures.
- May NOT work in freezers or meat coolers.
- May NOT operate, set up, adjust, clean, oil or repair power-driven food slicers and grinders, food choppers and cutters, and bakery-type mixers.
- May NOT operate power lawn mowers, power hedge or weed trimmers.
- May NOT work with ladders, scaffolds or similar equipment.
- May NOT work in or around a boiler or engine room.
- May NOT ride in a motor vehicle provided by the employer (such as being transported to an off-site catering function).
- May NOT load or unload trucks or conveyors (including conveyor type ovens).

Allowed Duties

- May perform prep work.
- May operate dishwashers, toasters, dumbwaiters, popcorn poppers, milkshake blenders, coffee machines, devices used to maintain food temperatures.
- May operate microwave ovens that do not have the capacity to warm above 140 °F.
- May cook using electric or gas grills that do not have open flames.
- May cook using deep fryers that are equipped with and utilize devices that automatically lower and raise baskets.

Hours and Days of Work Restrictions

- Minors 14 or 15 years of age may never work on a school day during regular school hours.
- Labor day to June 1-no work before 7 AM or after 7 PM
- June 1 to Labor Day - no work before 7 AM or after 9 PM (7 PM if followed by a school day)
- 3 hours on a school day
- 18 hours per week during a school week
- 8 hours per day on a nonschool day
- 40 hours per week during a nonschool week
- 14 or 15 year olds expelled, not enrolled by court order or for religious reasons (ex: Amish) are exempt from the 3 hours a day / 18 hours a school week, but not exempt from the additional requirements.

EMPLOYMENT CERTIFICATES