

# Workplace Rules

## for kids in school

From the  
Connecticut Department of Labor

### WORKING PAPERS ARE REQUIRED FOR ALL 16 & 17 YEAR OLD MINORS.

Working papers are obtained from your public high school upon presentation of a promise of employment from the employer.

#### PERMITTED HOURS OF WORK (For 16 & 17 year old students)

##### In Restaurants/Recreational/Amusement/Theaters (School weeks)

- 6 hours per day on school days
- 8 hours per day on Fri., Sat., Sun.
- 6 days/32 hours per week
- 6am-11pm (midnight if no school the next day)  
(Non-school weeks)
- 8 hours per day
- 6 days/48 hours per week

##### In Retail/Mercantile/Manufacturing/Mechanical (School weeks)

- 6 hours per day on school days
- 8 hours per day on Fri., Sat., Sun.
- 6 days/32 hours per week
- 6am-10pm (11pm if no school the next day)  
(Non-school weeks)
- 8 hours per day
- 6 days/48 hours per week

##### In Hairdressing/Bowling Alley/ Pool Hall/Photography (School weeks)

- 6 hours per day on school days
- 8 hours per day on Fri., Sat., Sun.
- 6 days/32 hours per week
- 6am-10pm  
(Non-school weeks)
- 8 hours per day
- 6 days/48 hours per week

### Questions?

Call the  
Wage & Workplace Standards Division  
(860) 263-6791  
Visit our web site: [www.ct.gov/dol](http://www.ct.gov/dol)

#### PERMITTED PLACES OF EMPLOYMENT FOR 14 & 15 YEAR OLDS

- Agriculture
- Hospitals/Convalescent Homes\*
- Hotels/Motels\*
- Banks
- Golf courses, as caddies, or in Pro Shop
- Insurance companies
- Professional offices (lawyers, CPAs, etc.)
- Municipalities (Libraries, Park & Rec., etc.)
- Licensed summer camps
- Acting
- Street trades (babysitting, newspapers, household chores for homeowners, etc.)

\*no food service or laundry

NOTE: 15 year olds may be employed in retail/mercantile establishments, as baggers, cashiers or stock clerks, during NON-SCHOOL weeks only, except that 15 year olds may be employed in retail FOOD STORES on Saturdays only in school weeks.

(Working papers are required in retail trades and golf courses)

#### 14 & 15 year olds may not work...

- ...during school hours;
- ...before 7a.m. or after 7 p.m., (except from July 1st to Labor Day, when hours are extended to 9 p.m.),
- ...more than 3 hours on school days, 8 hours on non-school days,
- ...more than 18 hours in school weeks, 40 hours in non-school weeks.

**No minors under 18 years old may work in hazardous occupations or operate hazardous equipment.**

#### Connecticut's labor laws require that...

- ...all persons are paid in accordance with the minimum wage (see below)
- ...meal periods (30 minutes) are given if an employee works for 7 1/2 or more hours;
- ...employers provide a "hiring agreement" which states the employee's hours of employment, rate of pay, wage payment schedule, other benefits;
- ...employers maintain true and accurate time records.



Don't work too long,  
don't work too late,  
stay in school,  
GRADUATE!

#### Minimum Wage

Effective 1/1/2007-\$7.65/Hr.  
1/1/2009-\$8.00/Hr.  
1/1/2010-\$8.25/Hr.

(Some exceptions may apply for tipped employees)  
This publication is provided as a public service of the Connecticut Labor Department and is not a substitute for actual laws and/or regulations. DOL-81 7/08

Gary K. Pechie, Director