

Work Permits

If a student is younger than 18 years of age, he/she must complete a **Work Permit Application Form** and obtain a work permit before starting a job. Each time a minor gets a new job he/she must get a new work permit. Each work permit is job-specific.

- First, the minor must have a job offer from an employer.
- Next, download a work permit **Application Packet** from Medway Public Schools website or pick one up at the **High School Main Office**. The application packet contains: **Work Permit Information Form; Promise of Employment; Physicians Certificate; Parent/Guardian Signature and Minor Signature; School Record Form; Work Hours and Occupation Restrictions.**

Steps for Getting a Work Permit

- 1) Student must complete the **Work Permit Application Form**.
- 2) Employer must complete the **Promise of Employment** section.
- 3) **For 14 and 15 year olds only** (16 and 17 year olds may skip this step): Physician/health care provider must complete the **Physician's Certificate of Health** section.
- 4) Student and parent/guardian must sign the **Parent/Guardian Permission/Signature** and **Signature of Minor** section.
- 5) The **School Record** section must be completed by **building principal's office**.
- 6) Bring ***all* completed** sections of the **Application Packet**, along with ***proof of age*** (birth certificate, passport, driver's license, learner's permit, or immigration record) to the **High School Main Office**.
- 7) **The High School Main Office generates the work permit**. Please note: the completed paperwork does not constitute the work permit; the information is used to process the work permit and to keep on file.
- 8) **Allow 24-48 hours** for the processing of the work permit. The student must appear in person in the **High School Main Office** to sign the work permit in the presence of a school department employee. No one else may pick up the work permit for the student.
- 9) Bring the signed work permit back to the employer who must keep it until the student is no longer employed. Your employer is required to have your work permit on the premises at all times.

Work Permit Application Form

Ages 14 - 17 year old workers

NOTE: This is not the work permit---this is the information that will be placed on the work permit.

High School Main Office generates the work permit. Each work permit is job specific. Each time the minor gets a new job, he/she must get a new work permit. Permits are issued in the town in which the minor resides.

(Please print):

Date: _____ Gender: { Male { Female

Student's Name: _____

Address: _____

Phone Number: _____

Date of Birth: _____ Current Age: _____
(Years) (Months)

Place of Birth: _____
(City) (State)

Color of Hair: _____ Color of Eyes: _____

Nature of Employment (Job Description): _____

Employer (Company Name): _____

Employer's Address: _____
(Street) (City/Town) (State)

Last School Attended: _____ Last Grade Attended: _____

- Proof of Age: One of the following must be attached to this sheet: birth certificate, passport, driver's license, learner's permit or immigration record.**
- Allow 24-48 hours for the processing of the work permit.**
- Student must appear in person in the High School Main Office to sign work permit in presence of a school department employee.**

For Office Use Only:

Permit No. _____ Proof of Age: _____

Date of Issue: _____ Expiration Date: _____

If you are under 18 years of age, you must obtain a work permit before starting a new job. (¹ M.G.L. c. 149, §§86-89). The following are the steps you should take; please note that a Physicians Certificate of Health is required only of 14 and 15 year-olds.

- 1. Obtain a job offer from an employer.**
- 2. Ask the employer to complete the following section:**

Promise of Employment

Name of Minor:	
Name of Employer:	
Business Address:	
Job Title & Primary Duties:	
Number of Hours per day Minor is to be Employed	
The undersigned agrees to employ this minor as stated above and in compliance with state law. A summary of laws governing minors' hours of work and hazardous occupations can be found at the end of this application form.	
_____	_____
Signature of Employer or Authorized Agent	Date

¹ Minors who are 17 years of age, who can show documented proof of a high school diploma or the equivalent to the school official authorized to issue work permits, do not need a signed work permit, but must still complete this permit application.

3. **For 14 and 15 year-olds only (16 and 17 year-olds may skip this step): Ask your doctor to complete the following section:**

Note: The following Certificate of Health must be signed within 12 months of the date this application is presented to the school official issuing the permit.

**Physician's Certificate of Health
(14 and 15 year olds only)**

I hereby certify that I have made a thorough physical examination of the following named 14 or 15 year-old minor:

(print name)

and that, in my opinion, said minor is in sufficiently sound health and physically able to perform the work indicated above. A summary of laws governing minor's hours of work and hazardous occupations can be found at the end of this application form.

Signature of Physician

Date

4. **Have your parent/guardian, or custodian to sign below:**

**Parent/Guardian Permission/Signature
Signature of Minor**

I hereby approve the issuance of a permit for the work indicated above. A summary of laws governing minor's hours of work and hazardous occupations can be found at the end of this application form.

Print Name of Parent/Guardian or Custodian

Signature of Parent/Guardian or Custodian

Date

Signature of Minor

Date

5. Have the school you currently attend fill out this form:

School Record

The principal or teacher in charge of the school last attended by the minor (or where he or she is currently attending) should complete the following. G.L. 149, §§87, 88.

Name of Minor:	Date of Birth:
Minor's Address:	
School Now Regularly Attended:	
School Address:	
Grade Last Completed:	
Studies Pursued in Completion Thereof:	
Number of Days in Attendance: _____ During the 12 Months Preceding: _____ The Date of Application for this Record: _____	
Number of Days of Attendance After Obtaining 13 years of Age (at least 130 days are required by law):	
Date of Application for this Record:	
Name of Parent, Guardian: The foregoing data is in accordance with the facts as shown on the records of this school. _____	
Name of Principal or Teacher in Charge ardian, Custodian: _____	
Signature	Date

Important Information for School Officials: This school record must not be issued or accepted unless the minor named hereon can meet the requirements for completion of the sixth grade of the public schools of the city or town in which he or she resides. G.L. c. 76, §1. Furthermore, all students between 6 and 16 years of age must attend school, with the following exceptions:

- 1) 14 and 15 year-olds who have completed the 6th grade and hold a permit for employment in private domestic service or service on a farm for 6 hours per day;
- 2) 14 and 15 year-olds who have completed the 6th grade and have the written permission of the superintendent of schools to engage in non-wage earning employment at home; and
- 3) a child over 14 who holds a permit for employment in a cooperating employment.

Unless a student fits in one of these three categories, he or she is required to attend school until age 16. Students between the ages of 14 and 16 may work, but unless they fall within one of the three categories, they must also attend school.

A copy of this record must be forwarded to the Superintendent of Schools of the town or city in which the applicant resides.

The receipt of a copy of a school record by the Superintendent of Schools constitutes a notice that the minor named thereon has left school. The Superintendent of Schools, or school attendance officers, should ascertain that said child is regularly and lawfully employed, or that he or she returns to school.

The copy of the record received directly from the school by the Superintendent of Schools is to be returned, signed as directed below, to the principal or teacher in charge of that school upon the issuance of an employment certificate. This constitutes notice to the principal that the minor has entered employment and may be discharged to enter employment until this notice has been received back by the principal. The original application, including the original school record, presented by the minor is to be retained in the files of the office from which the employment certificate is issued until the minor reaches the age of 16.

Employment Certificate issued: _____ Date

By: _____

Summary of Massachusetts Laws Regulating Minors' Work Hours and Occupation Restrictions

Prohibited Jobs (Hazardous Orders)

Persons under 14 may not work: There are a few exceptions to this such as working as news carriers, on farms, and in entertainment (with a special permit).

Persons under 16 years old may NOT:

- Operate power-driven machinery (except office machines or machines in retail or food service not otherwise prohibited)
- Cook (except on electric or gas grills that do not have open flames)
- Operate fryolators, rotisseries, NEICO broilers, or pressure cookers
- Operate, clean or repair power-driven food slicers, grinders or choppers
- Perform any baking activities
- Operate microwave ovens (except to heat food in microwave ovens with a maximum capacity of 140 degrees Fahrenheit)
- Clean kitchen surfaces that are hotter than 100 degrees Fahrenheit
- Filter, transport, or dispose of cooking oil or grease hotter than 100 degrees Fahrenheit
- Work in freezers or meat coolers
- Work in a manufacturing facility (e.g., a factory)
- Work on ladders or scaffolds
- Work in garages, except dispensing gas and oil
- Work in brick or lumber yards
- Work in amusement places (e.g., pool or billiard room, or bowling alley)
- Work in barber shops
- Work in construction, transportation, communications, or public utilities (except doing clerical work away from heavy machinery off the job-site)
- Work in warehouses (except doing clerical work)
- Load or unload trucks, railroad cars, or conveyors
- Wash windows in public or commercial buildings if the window sill is more than 10 feet above the ground
- Work doing laundry in a commercial laundry or dry cleaning establishment
- Work as a public messenger
- Work at processing operations (e.g., in meat, fish, or poultry processing or cracking nuts, bulk or mass mailing)
- Work around boilers or in engine rooms
- Do industrial homework
- Work with dangerous electrical machinery or appliances.

This is a compilation of state and federal child labor laws. The most protective laws are presented here and apply to all employers of teens including parents who may employ their children. There are additional regulations in this area not summarized here and some exceptions for employers in agricultural industries. Questions about the state child labor laws should be directed to the Massachusetts Office of the Attorney General, Fair Labor and Business Practices Division (617-727-3465). Questions about federal child labor laws should be directed to the U.S. Department of Labor, Wage and Hour Division (617-624-6700).

- Work that is determined by the Massachusetts Attorney General to be dangerous to the health and well-being of minors.
- Work in any of the occupations or tasks prohibited for persons under age 18.

Persons under 18 years old may NOT:

- Drive a vehicle or forklift (except golf carts in certain circumstances)
- Operate, clean or repair power-driven meat slicers, grinders or choppers
- Operate, clean or repair power-driven bakery machines

- Work 30 feet or more above ground or water
- Handle, serve, or sell alcoholic beverages
- Use circular or band saws, or guillotine shears
- Use power-driven woodworking machines
- Use hoisting machines
- Operate paper balers, paper box compactors, or other power-driven paper products machines
- Use power-driven metal-forming, punching, or shearing machines
- Use buffing or polishing equipment
- Manufacture brick, tile, or kindred products
- Manufacture or store explosives
- Work in excavation, wrecking, demolition, or ship-breaking
- Work in logging, sawmilling, or mining
- Work slaughtering, packing, or processing meat
- Work in railway operations
- Work in roofing or on or about a roof
- Work in foundries or around blast furnaces
- Work manufacturing phosphorus or phosphorus matches
- Work where they are exposed to radioactive substances
- Work as a firefighter or engineer on a boat
- Oil or clean hazardous machinery in motion
- Work in any job requiring the possession or use of a firearm*

Legal Work Hours for Teens in Massachusetts:

Note: After 8:00 p.m., all minors must have the direct and immediate supervision of an adult supervisor who is located in the workplace and is reasonably accessible to the minor, unless the minor works at a kiosk, cart or stand in the common area of an enclosed shopping mall that has security from 8:00 p.m. until the mall is closed to the public.*

14 and 15 Year Olds Work Hours:

Only between 7 a.m. and 7 p.m. during the school year. Not during school hours.

Only between 7 a.m. and 9 p.m. during the summer (from July 1 through Labor Day).

Maximum Hours When School Is in Session:

18 hours a week - 3 hours a day on school days - 8 hours a day Saturday, Sunday, holidays - 6 days a week

Maximum Hours When School Is Not in Session:

40 hours a week - 8 hours a day - 6 days a week

16 and 17 Year Olds Work Hours*:

- Only between 6 a.m. and 10 p.m. (on nights preceding a regularly scheduled school day) – if the establishment stops serving clients or customers at 10:00 p.m., the minor may be employed until 10:15 p.m.
 - Only between 6 a.m. and 11:30 p.m. (on nights not preceding a regularly scheduled school day). Exception for restaurants and racetracks: only between 6 a.m. and 12:00 midnight (on nights not preceding a regularly scheduled school day).
 - Maximum Hours of Work – Whether or Not School is in Session 48 hours a week 9 hours a day 6 days a week
- Indicates a change MA Child Labor Laws, effective date January 3, 2007.