

Youth Employment Guide

Age	Permissible Occupations	Restrictions and Requirements
Under age 16	<ul style="list-style-type: none"> ◆ Not eligible for hire under Phil Long guidelines. 	*****
Ages 16 to 18	<ul style="list-style-type: none"> ◆ Errands by foot, bicycle and public transportation. ◆ Delivery of sales flyers or handbills. ◆ Janitorial and custodial duties. ◆ Office & Clerical Work to include computer work, filing, faxing, running errands, etc. ◆ Greeters. ◆ Landscaping and grounds keeping, including trash removal. ◆ Car washing, detailing, & polishing (no power driven machinery). ◆ Changing tires (except no minor may inflate or change any tire mounted on a rim equipped with a removable retaining ring). ◆ Use of hoists (when supervised). ◆ Changing oil and other routine car maintenance (when supervised). ◆ Warehousing and storage, including the loading and unloading of vehicles. ◆ Retail sales. ◆ Non-hazardous construction and repair work. ◆ Summer Intern Programs (Paid or Unpaid) which would encompass any of the positions listed above. 	<p><u>Driving Restrictions</u> Phil Long Guidelines prohibits any employee, under the age of 18, from working in any occupation which involves the operation of a company or customer owned motor vehicle.</p> <p><u>General Restrictions</u> Minors are not permitted to work more than 40 hours in a week or more than 8 hours in any 24 hour period.</p> <p><u>School Day Restrictions</u> After school hours, no minor under the age of 16 shall be permitted to work in excess of 6 hours unless the next day is not a school day.</p> <p><u>Nighttime Restrictions</u> No minor under the age of 18, shall be permitted to work between the hours of 9:30 p.m. and 5:00 a.m. unless the next day is not a school day.</p> <p><u>ALL HIRES, AGES 16-18, MUST BE APPROVED BY HUMAN RESOURCES, GARY FENTIMAN AND TREVOR MACK PRIOR TO THEIR FIRST DAY ON THE JOB.</u></p>