State of New Hampshire

Department of Labor

Phone:
603.271.0127
Email:
Inspectiondiv@dol.nh.gov

Dear Parent/Legal Guardian:

The attached Youth Employment Certificate is required for any youth 12 to 15 years old and must be on file at the employer's place of business within three business days of the first day of employment.

1. Please complete the top portion which includes the employer's name, employer's FED ID number and the business address; this information should have been provided by the employer upon the offer of employment via the employer's Request for Child Labor form (available on the DOL website).

2. Next is the name, age, date of birth and sex of your child; then the job description, which also comes from the employer's form. Please be aware there are restrictions on the types of jobs permitted by the New Hampshire Department of Labor's child labor laws, as well the United States Department of Labor's child labor laws (we have attached this information for your convenience).

3. The youth's signature, parent's signature and date of issue are all required to be completed/included on the mid-section of the form.

4. Upon completion of the form:

    a. Provide a copy to the employer for their records;
    b. Provide a copy to the DOL at the address below;
    c. Retain a copy for your records.

If you have any questions regarding the Youth Employment Certificate form or the youth employment laws, please feel free to contact us.

To contact the NH DOL Inspection Division

By email: Inspectiondiv@dol.nh.gov

By phone: (603) 271-0127

By mail: NH Department of Labor PO Box 2076 Concord, NH 03302-2076

All youth employment information is available on our web site at:
http://www.nh.gov/labor/inspection/wage-hour/youth-employment.htm

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NH YOUTH EMPLOYMENT CERTIFICATE

EMPLOYER _____ EMPLOYER ID# _____

ADDRESS: _____

NAME OF YOUTH _____ AGE _____ DOB _____ SEX _____

JOB DESCRIPTION _____

Youth Signature _____ Date of Signature _____

_____ _____
Issuing Officer Date of Issue School District

_____ _____
Parents Signature Date of Signature

_____ _____
Revocation Officer Date of Revocation

Adequate health: Yes ◯ No ◯

CERTIFICATE

- No youth shall be employed or permitted to work without a certificate except for his/her parents, grandparents or guardian or at work defined in RSA 276-A as casual, or as farm labor.
- No youth under 12 years of age may be employed or permitted to work except for his/her parents, grandparents, or at work as defined in RSA 276-A as casual, or in the door-to-door delivery of newspapers.
- If a student does not continue to meet a satisfactory level of academic performance after the issuance of the certificate, the principals or schools or persons authorized by them may revoke the certificate.

HOURS

- No youth under 16 years of age shall be employed or permitted to work earlier than 7 o'clock am or later than 9 o'clock pm, more than 3 hours per day on school days and 23 hours per week during school weeks, except that on non-school days he/she may be employed 8 hours per day and, during vacations, 48 hours per week.

PENALTIES

- In addition to other penalties and remedies imposed under RSA 276-A, the commissioner shall assess a civil penalty on an employer with a minimum of $100.00 per violation and a maximum of $2,500.00 per violation.

FEDERAL LAW

- This certificate is issued under New Hampshire state law. Federal wage & hour law (the Fair Labor Standards Act, "FLSA") also applies to most employers. For example, employers covered under the FLSA may not employ in non-agricultural employment any child who is under 14 years old. If you are in doubt as to whether you are an employer covered by the FLSA, or if you have any other questions about federal wage and hour law, contact the U.S. Department of Labor, Wage and Hour Division, 1155 Elm Street, Suite 501. Manchester NH 03101, TEL. 603-666-7716. A short fact sheet, covering some of these issues, is attached to this certificate for your convenience.

Overview of restrictions in the Child Labor laws, State & Federal

Federal Law

The certificate is issued under New Hampshire state law. Federal wage and hour law (the Fair Labor Standards Act, "FLSA") also applies to most employers. For example, employers covered under the FLSA may not employ, in non-agricultural employment any child who is under 14 years old. It is important to know whether the employer is subject to both Federal/State laws, or State laws only. If you are in doubt as to whether an employer is covered by the FLSA, or if you have any other question about federal wage and hour law please contact the U.S. Department of Labor, Wage and Hour Division, 1155 Elm Street, Suite 501, Manchester, NH 03101, TEL. 603-666-7716. A short fact sheet, covering some of these issues, is attached for your convenience.

TIME AND HOUR RESTRICTIONS

If subject to both Federal/State laws, fourteen and fifteen year-old minors may not be employed:

1. **During school hours.** (An exception is provided for minors employed pursuant to work experience and career exploration [WECEP] program pre-approved by the DOL.)
2. **Before 7 AM or after 7 PM**, except from June 1 through Labor Day, when the evening hours are extended to 9 PM.
3. **More than three hours per day**, on school days.
4. **More than eight hours per day**, on non-school days.
5. **More than 18 hours per week**, in school weeks.
6. **More than 40 hours per week**, in non-school weeks.

PERMITTED OCCUPATIONS FOR 14 AND 15 YEAR-OLD MINORS IN RETAIL, FOOD SERVICE AND GASOLINE SERVICE ESTABLISHMENTS

1. **Office and clerical work**, including operation of office machines.
2. Cashiering, selling, modeling, art work, work in advertising departments, window trimming, and comparative shopping.
3. **Price marking** and **tagging** by hand or by machine, **assembling orders**, **packing** and shelving
4. **Bagging** and **carrying out customers' orders.**
5. **Errand** and **delivery work** by foot, bicycle, and public transport.
6. **Cleanup work**, including the use of vacuum cleaners and non-commercial floor waxers, and **maintenance of grounds**, but not including the use of power-driven mowers or cutters.
7. **Kitchen work** and other work involved in preparing and serving food and beverages, including the operation of machines and devices used in the performances of such work, such as dishwashers, toasters, dumb waiters, popcorn poppers, and milk shake blenders.
8. **Work in connection with cars and trucks**, if confined to the following:
   - Dispensing gas and oil.
   - Courtesy servicing on the premises of the gasoline service station. Hand car cleaning, washing, and polishing.
   - Other Occupations permitted by this section,

BUT NOT INCLUDING WORK:

   - involving the use of pits, racks, or lifting apparatus, or involving the inflation of any tire mounted on a rim equipped with a removable retaining ring
9. **Cleaning vegetables and fruits**, and **wrapping**, **sealing**, **labeling**, **weighing**, **pricing**, and **stocking goods** when performed in areas physically separate from areas where meat is prepared for sale, and outside freezers or meat coolers.

PROHIBITED OCCUPATIONS FOR 14 AND 15 YEAR-OLD MINORS

1. Any **MANUFACTURING** occupation.
2. Any **MINING** occupation.
3. **PROCESSING** occupations, such as filleting of fish, dressing poultry, cracking nuts or laundering as performed by commercial laundries and dry cleaning.
4. Occupations requiring the performance of any duties in WORKROOMS OR **WORKPLACES WHERE GOODS ARE MANUFACTURED, MINED OR OTHERWISE PROCESSED.**
5. **PUBLIC MESSENGER SERVICE.**
6. **OPERATION OR TENDING OF HOSTING APPARATUS** or of **ANY POWER- DRIVEN MACHINERY** (other than office machines and machines in retail, food service, and gasoline service establishments which are specified in the foregoing list as machines which such minors may operate in such establishments).
7. ANY OCCUPATIONS FOUND AND DECLARED TO BE HAZARDOUS.
8. **OCCUPATIONS IN CONNECTION WITH:**
    a) **TRANSPORTATION** of persons or property by rail, highway, air, on water, pipeline, or other means.
    b) **WAREHOUSING** and **STORAGE**.
    c) **COMMUNICATIONS and PUBLIC UTILITIES**.
    d) **CONSTRUCTION** (including repair).

(**EXCEPT** office and sales work in connection with a, b, c and d, when not performed at the site of the above.)

9. **ANY OF THE FOLLOWING OCCUPATIONS**, <u>even in retail, food service, or gasoline service establishments</u>:
    a) Work performed **IN** or **ABOUT BOILER** or **ENGINE ROOMS**.
    b) Work in connection with **MAINTENANCE or REPAIR of the ESTABLISHMENT, MACHINES or EQUIPMENT.**
    c) **OUTSIDE WINDOW WASHING** that involves working from window sills.
    d) **ALL WORK** requiring the use of **LADDERS, SCAFFOLDS**, or their substitutes.
    e) **COOKING** (**EXCEPT** at soda fountains, lunch counters, snack bars, or cafeteria serving counters) and **BAKING**.
    f) Occupations which involve **OPERATING**, **SETTING UP**, **ADJUSTING, CLEANING, OILING OR** REPAIRING power-driven FOOD SLICERS and GRINDERS, FOOD CHOPPERS and CUTTERS, and BAKERY- TYPE MIXERS.
    g) Work in **FREEZERS** and **MEAT COOLERS** and all work in **PREPARATION OF MEATS** for sale (EXCEPT wrapping, sealing, labeling, weighing, pricing and stocking, when performed in other areas).
    h) **LOADING** and **UNLOADING GOODS** to and from trucks, railroad cars, or conveyors.
    i) All occupations in **WAREHOUSES**.
    j) Occupations involving **INDUSTRIAL HOMEWORK**.
10. Any of the occupations **prohibited for minors under the age of 18**.

PROHIBITED HAZARDOUS OCCUPATIONS FOR ALL MINORS UNDER THE AGE OF 18 YEARS

1. Manufacturing and storing explosives.
2. Motor vehicle driving and outside helper.
3. Coal mining.
4. Logging and sawmilling.
5. Power-driven woodworking machines.
6. Exposure to radioactive substances.
7. Power-driven hoisting apparatus.
8. Power-driven metal-formation, punching, and shearing machines.
9. Mining, other than coal mining.
10. Slaughtering, or meat packing, processing, or rendering.
11. Power-driven bakery machines.
12. Power-driven paper-products machines.
13. Manufacturing brick, tile, and kindred products.
14. Power-driven circular saws, band saws, and guillotine shears.
15. Wrecking, demolition, and shipbreaking operations.
16. Roofing operations.
17. Excavation operations.