



Effective 7-18-08

Sample Child Labor Law Compliance Plan

TO: All Store Managers

FROM: -----

SUBJECT: Child Labor Law Compliance Procedures

Employment Certificates

Employees under the age of eighteen are required to have an employment certificate **before** they may work. The child to be employed must obtain the required employment certificate from the school board or high school and the store manager is to have the actual employment certificate in the files of the store before the child is allowed to begin work. The employment certificate is to be maintained until the child reaches the age of eighteen or until the child is no longer employed by the company.

Breaks / Meal Periods

Employees under the age of eighteen must be provided an uninterrupted break of not less than 30 minutes if they work in excess of a five hour period. The employee may not work more than five hours before receiving his/her break and the break may not be reduced to less than 30 minutes. Two separate breaks of 15 minutes will not satisfy this requirement. If a minor employee returns from a break and works an additional period of more than five hours, another documented 30 minute break is required.

Effective immediately, when an employee under the age of eighteen is scheduled to work a shift of five hours or more, a 30 minute break will be scheduled at a specific time and entered on the written work schedule. The shift supervisor will be responsible for monitoring the schedule of breaks and will ensure that each minor takes the scheduled break and does not return from break until a full 30 minutes has passed. This break is to be fully and accurately documented by having the minor punch in and out on the time clock.

Hours of Work for Ages 14 & 15

Minors 14 & 15 years of age may not be scheduled or allowed to work during school hours and not more than 3 hours on any day when school is in session. On a non-school day, 14 & 15 year olds may work up to eight hours, but not more than eighteen hours in a week in which any school sessions have occurred. In a non-school week, 14 & 15 year olds may work up to eight hours per day but not more than 40 hours in the week, nor more than 6 consecutive days in the week.

Minors 14 & 15 years of age who have not graduated from high school may not be scheduled or allowed to work between the hours of 7:00 p.m. and 7:00 a.m. prior to the start of a school day, or between the hours of 9:00 p.m. and 7:00 a.m. on any day.

Hours of Work for Ages 16 & 17

Minors sixteen years of age who have not graduated from high school may not be scheduled or allowed to work between the hours of 11:00 p.m. and 5:00 a.m. prior to the start of any school day.

Minors seventeen years of age who have not graduated from high school may not be scheduled or allowed to work between the hours of 12:00 a.m. and 5:00 a.m. prior to the start of any school day.

Notification To Main Office of Regulatory Inspection

When any regulatory agency visits or conducts an inspection at one of our stores, a copy of the inspection report provided by the agency is to be sent by FAX transmission to the main office. This practice is required for any agency which visits the store; whether it be the Louisiana Workforce Commission, Department of Environmental Quality, Board of Health, Department of Revenue, etc.

It is the direct responsibility of the store manager to ensure that the above-listed procedures are complied with. Violations of these provisions are subject to fines of up to \$500 for each offense. The store manager's failure to meet full compliance with these requirements may result in disciplinary action including possible termination of employment.