

November, 2010

Re: Child Labor Requirements

Dear Fair Board Members:

Enclosed is a flyer regarding child labor requirements. We understand that some 2010 County fairs are past, but are providing this flyer for information and planning for next year.

Please copy and distribute these flyers to all vendors, food service employers, amusement ride operators, etc. who may be employing minors at the fair. Violations of the child labor statute can result in criminal violations being filed against the employer and anyone who willfully allows the violations to occur.

We would recommend that these flyers be distributed shortly before work at your fair is to begin, either a few weeks or a few months prior. If you choose to distribute them now, please redistribute them shortly before the fair begins. If you prefer not to copy them, we will provide additional copies for you.

Employers may not employ minors under age 14 to work; must have a work permit on file for each minor aged 14-15 and may not employ the minor before 7 a.m. or after 9 p.m. from June 1 to Labor Day. After Labor Day, minors may not be employed past 7 p.m. Minors aged 14-15 may not work more than 8 hours a day and 40 hours a week when school is not in session, and 4 hours per day and 28 hours per week when school is in session.

There are limitations on the type of work that minors aged 14-15 can perform and some limitations for minors aged 16-17. Please refer to the copy of the statutes and rules for these listings. Additional copies can be obtained from our office. If there are specific questions contact Nicholas at (515) 242-5869.

Sincerely,

O. Nicholas Cicero  
Executive Officer  
Iowa Child Labor Enforcement

# **EMPLOYMENT FOR MINORS AT FAIRS**

## ***“Things to know if you’re under 16”***

No one under age 14 may work.  
Minors aged 14 and 15 who want to work **MUST** have a work permit.

To get your work permit, go to your local school or an IWD office. After you have started the work permit, take it to your employer or have it mailed to them. Taking it yourself is faster if you are in a hurry to get the permit done.

The employer must fill in the company name, complete mailing address, phone, list everything that you will be doing, all the equipment and chemicals you will be using and the hours you will be working. The employer must sign the work permit.

Have your parent complete and sign the parent section of the work permit and then return the form to IWD or the school (wherever you started your form). The issuing officer will review the form to see if it is complete and if the hours and work are proper. If not, they will refuse to issue the work permit. If everything appears to be ok, they will issue the work permit and distribute copies to everyone. One of the copies goes to our office. We will double check it to see if what they listed is proper. If it isn't, we will return the work permit and notify everyone that changes to the form need to be made.

### **HOURS OF WORK**

Minors under 16 may not work before 7 a.m. or after 9 p.m. June 1 through Labor Day. You may not work more than 8 hours a day, and no more than 40 hours a week. If you work more than 5 hours a day, the employer must give you at least a half hour break. If your employer asks you to work earlier or later hours than this, or more hours per day or week, they are violating the law.

### **PERMITTED WORK**

Jobs you can do if you are under 16, include:

1) office and clerical work, 2) waitress, bus tables 3) cashier 4) basic clean up work, including using vacuum cleaners and pick up grounds; cleaning restrooms and barns are possible, as long as no power equipment or hazardous chemicals are used, 5) kitchen work including preparing and serving some food and beverages, using dishwashers, toasters, popcorn poppers, milk shake blenders and coffee grinders; 6) take tickets as long as you do not work with the rides in any way; 7) cooking and baking are not permitted.

### **PROHIBITED WORK**

You may not tend rides, act as a ride assistant or help people in or out of the rides, cook or bake, use deep fat fryers, operate any power equipment except for the limited items listed above.

### **QUESTIONS/PROBLEMS**

If you have questions, concerns or want to report a violation, please contact the Iowa Division of Labor. Leave a message if you reach our phone mail; we will call you back. Be sure to leave a phone number and times you can be reached.

Contact: Nicholas Cicero  
Executive Officer – Child Labor Enforcement  
(515) 242-5869

# EMPLOYMENT FOR MINORS AT THE FAIR

## *“Things to know if you’re 16-17”*

Minors aged 16-17 who want to work must get a certificate of age if their employer requests one.

To obtain a certificate of age, go to your school or an IWD office.

Bring proper proof of age with you. Certificates of age will not be issued without proper proof of age. The only proofs of age acceptable under the Iowa Code are:

- 1) Certified birth certificate (from county clerk of court or state vital records office) – hospital birth certificates are not acceptable under the code; or
- 2) Certified baptismal record that shows the minor's date of birth, place and date of baptism;
- 3) Passport;
- 4) Federal Government-issued record; or
- 5) Physician's Certificate – for those individuals who don't have any of the above records, you need to go to the physician appointed by the local school board.

After you start the certificate of age with IWD or the school, you can take the certificate of age to your employer.

The employer must fill in the name of the company and their complete mailing address. The employer MUST list everything that you will be doing and all the equipment that you will be using. The employer must sign the certificate of age.

Return the certificate of age to the IWD office or the school (wherever you started your form). The issuing officer will review the form to see if it is correct, and if the equipment and the work are proper. If they are not, they will not issue the work permit. If they appear to be ok, they will issue the certificate and distribute the copies to everyone. One of the copies comes to our Child Labor investigations unit. We will double check it to see if what is listed is proper and notify everyone if changes to the form need to be made. In addition, our investigations unit will make visits in the field to verify compliance with the law.

### **HOURS OF WORK**

Federal and State laws do not have hour limitations for minors aged 16 and 17, unless they are delivering goods or messages, telemarketing, etc.

### **PROHIBITED WORK**

Prohibited occupations if you are 16-17 include:

- 1) Motor vehicle driver or helper; federal child labor laws prohibit all driving on public roads by 16 years olds, and only allow 17 year olds with certain provisions.
- 2) No elevators or power driven hoisting apparatus; you cannot operate a forklift, skidloader or an amusement ride that has any type of hoist involved (usually adult rides, but also children's rides that raise and lower)
- 3) No power driven bakery machines
- 4) No power woodworking tools
- 5) No circular saws, band saws and guillotine shears
- 6) No wrecking or demolition work
- 7) No roofing
- 8) No excavation
- 9) No dangerous or poisonous dyes or chemicals
- 10) No transmission, distribution or delivery of goods or messages between the hours of 10 p.m. and 5 a.m.

### **QUESTIONS/PROBLEMS**

If you have questions or concerns, or want to report a violation, please contact the Iowa Division of Labor. If you reach our phone mail, we will return your call. Be sure to leave a phone number where we can reach you, and a good time to reach you there.

Contact: Nicholas Cicero  
Executive Officer – Child Labor Enforcement  
(515) 242-5869