

# Massachusetts Work Permit Instructions for staff under 18

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Every staff member under the age of 18 must have a **MASSACHUSETTS WORK PERMIT** in order to work at camp in the summer. Please follow all the steps as outlined below.

Where do you live?

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graph TD; A[Where do you live?] --> B[I live in Massachusetts]; A --> C[I do not live in Massachusetts];
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**I live in Massachusetts**

1. Complete the attached forms. Be sure to sign everything and get your parent's signatures where required.
2. Take your completed permit application to your high school guidance department along with a copy of your offer letter and ask them to issue you a MA work permit.
3. Once you are issued a work permit, send it or bring it to camp. You will not be allowed to work without a work permit.

**Contact Camp with any questions:  
(413) 623-8991**

**I do not live in  
Massachusetts**

1. Complete the attached forms. Be sure to sign everything and get your parent's signatures where required.
2. Copy your passport, driver's license or birth certificate.
3. Mail your completed application and copy of your passport, driver's license or birth certificate to camp. We must receive these documents in advance or else you will not be able to work when you arrive at camp.
4. Once you arrive at camp you will be taken to the local high school guidance department (we will transport you there) to sign a form and receive a MA State Work Permit.
5. You **DO NOT** need to get a work permit in your home state.

**You must have a work permit to work at camp. Any staff member under 18 who does not provide the necessary paperwork will not be allowed to stay at camp.**



Employment Permit Application for 14- through 17-Year-Olds

Instructions: After completing this form and obtaining the required signatures as indicated, take this form to the Superintendent of Schools, or the person your school has authorized to issue work permits, in the school district where you live or in town where you attend school. You should bring with you proof of your age, such as your Birth Certificate, Passport, or Immigration Record. The Superintendent, or his or her authorized agent, will then issue you an Employment Permit. Bring the signed work permit back to your employer, who must keep it until you leave the job. Questions about this application should be directed to the Department of Labor Standards at (617) 626-6952.

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

Steps for Getting an Employment Permit

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

Promise of Employment

Form with fields: Name of Minor, Name of Employer, Business Address, Job Title and primary duties, Number of hours per day Minor is to be employed. Includes a signature line for the employer/agent and a date line.

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.

### *Certificate of Health*

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

\_\_\_\_\_

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 Minors' hours of work and hazardous occupations can be found at the end of this application form.**

\_\_\_\_\_  
*Signature of Physician*

\_\_\_\_\_  
*Date*

4. Ask your Parent, Guardian, or Custodian to sign below.

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

\_\_\_\_\_  
*Name of Parent, Guardian, or Custodian*

\_\_\_\_\_  
*Signature of Parent, Guardian, or Custodian*

\_\_\_\_\_  
*Date*

5. Sign this application below:

\_\_\_\_\_  
*Signature of Minor*

\_\_\_\_\_  
*Date*

Please complete this form

\* FILL OUT ONLY IF Staff lives outside of MASSACHUSETTS.

### WORK PERMIT FORMS

|  |                                     |                    |        |
|--|-------------------------------------|--------------------|--------|
| Name of Minor  |                                     |                    |        |
| Minor's Address:   | Address                             | City/Town/ZIP CODE |        |
| Minor's Place of Birth:  |                                     | D.O.B.             | / /    |
| Current Age:   | Years                               | Months             | Gender |
| Color of Hair:   | Color of Eyes:                      | Facial Marks:      |        |
| Specific Duties of Employment: Summer Camp Staff: Assist in all duties related to summer camp program. |                                     |                    |        |
| Employer's Name:   | Becket-Chimney Corners YMCA         |                    |        |
| Employer's Address:  | 748 Hamilton Road, Becket, MA 01223 |                    |        |
| School Last Attended:  |                                     |                    |        |
| Grade Last Completed:  |                                     |                    |        |
|  |                                     |                    |        |

|                           |
|---------------------------|
| <b>BRING PROOF OF AGE</b> |
| ____ Birth Certificate    |
| ____ Drivers License      |
| ____ Passport             |

**\*\*\*\* STUDENT MUST RETURN IN PERSON TO COMPLETE THE PROCESS\*\*\*\***

### WORK PERMITS

*If you are 14-18 years old, an application for a work permit can be obtained at the Main Office at Wahconah Regional High School, or by going to Massachusetts Youth Employment website at [www.mass.gov/dos/youth/index.html](http://www.mass.gov/dos/youth/index.html) and follow the directions. A summary of Massachusetts Laws Regulating Minors' Work Hours & Occupation Restrictions can be obtained at the website also.*

*If you are 14-18 years old, you should take the following steps:*

- 1. You must obtain a job offer from an employer before picking up working papers.*
- 2. You must complete the application and turn it into the Main Office with your proof of age.*
- 3. The issuing agent will type your Work Permit **TUESDAYS AND THURSDAYS ONLY** and you must sign the permit in the presence of the issuing agent. - BEFORE AND AFTER SCHOOL..*

# Summary of Massachusetts<sup>1</sup> Laws Regulating Minors' Work Hours and Occupation Restrictions

## Prohibited Jobs (Hazardous Orders)

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### 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 waiver).

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### Persons under 16 years old may *NOT*:

- Operate, clean, or repair 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, choppers, processors, cutters, and mixers
- 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 or occupation (e.g., in a factory, as an assembler).
- Work on ladders, scaffolds, or their substitutes
- 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 jobsite)
- Work in warehouses (except doing clerical work)
- Load or unload trucks, railroad cars, or conveyors
- Ride in or on a motor vehicle (except in a passenger seat wearing a seatbelt)
- Wash windows in public or commercial buildings if the windowsill is more than 10 feet above the ground
- Work doing laundry in a commercial laundry or drycleaning establishment.
- Work as a public messenger
- Work at processing operations (e.g., in meat, fish, poultry processing, or cracking nuts, bulk or mass mailing)

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<sup>1</sup> 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 around boilers or in engine rooms
  - Do industrial homework
  - Work with dangerous electrical machinery or appliances
  - 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**
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**Persons under 18 years old may NOT:**

- Drive a vehicle, forklift or work assist vehicle (except golf carts in certain circumstances)
- Ride as a passenger in a forklift
- Operate, clean, or repair power-driven meat slicers, grinders, or choppers
- Operate, clean, or repair power-driven bakery machines (except for certain countertop models and pizza dough rollers)
- Work 30 feet or more above ground or water
- Handle, serve, or sell alcoholic beverages
- Use circular or band saws, guillotine shears, woodchippers, or abrasive cutting discs
- Use power-driven woodworking machines
- Use, service, drive or work from hoisting machines
- Operate or load power-driven paper balers, compactors, or other power-driven paper processing 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 shipbreaking
- Work in forest fire fighting, forest fire prevention, timber track operations or forestry service
- Work in logging, sawmilling, or mining
- Work slaughtering, packing, or processing meat or poultry
- 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\***

**Tasks not specifically permitted by the United States Department of Labor's Secretary of Labor are prohibited.**

## 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 Massachusetts Child Labor Laws, effective date January 3, 2007.