

Massachusetts Work Permit Instructions

For staff under 18 years of age

This may be the most confusing process you go through as an employee, so please follow all the steps. The state of Massachusetts requires every person under the age of 18 to have a MA issued work permit to work here. There will be a set of instructions for those who reside in MA and a set for out of MA residents. We must have this form to us by May 15.

I live in Massachusetts

- Go to page 1 under #2 and clearly print your legal name (exactly as it appears on your Social Security Card or Passport)
- Go to page 2 of the “Employment Permit Application” and have your parent or guardian fill in #4 completely
- Go to page 2 and you sign and date in the respective spot at the bottom of the page
- Disregard the form that says “WORK PERMIT FORM” at the top (this is only for out of state workers)
- Take your completed permit to your high school guidance department along with a copy of your agreement and job description and ask them to issue you a MA work permit. If they seem confused or give you a hard time, contact me right away.
- Mail me your MA work permit by May 15

I do not live in Massachusetts

- Go to page 1 under #2 and clearly print your legal name (exactly as it appears on your Social Security Card or Passport)
- Go to page 2 of the “Employment Permit Application” and have your parent or guardian fill in #4 completely
- Go to page 2 and you sign and date in the respective spot at the bottom of the page
- Fill out the form that says “WORK PERMIT FORM” at the top.
- Mail me your MA “Employment Permit Application”, “WORK PERMIT FORM”, and a copy of your driver’s license, passport or birth certificate by May 15.
- THIS IS VERY IMPORTANT – Upon arrival at camp you will need to go to our local high school guidance department (we will transport you) and sign a form in front of the local guidance department worker. You will need your ID on that day!
- You will receive a Massachusetts Work Permit at that time.

Employment Permit Application for 14 through 17 Year-Olds

Instructions: After completing the form and obtaining the required signatures as indicated, take this completed form to the Superintendent of Schools, or the person your school (including a charter school) has authorized to issue work permits, in the school district where you live or attend school. You should bring with you proof of your age, such as your birth certificate, passport, or immigration record. The Superintendent, or the person your school (including a charter school) has authorized to issue work permits, 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.

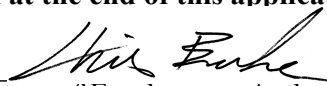
Questions about this application should be directed to the Department of Labor Standards at (617) 626-6952.

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 Physicians 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

Name of Minor: <i>(Enter your name here)</i>	
Name of Employer: Becket-Chimney Corners YMCA - Camp Becket	
Business Address: 748 Hamilton Road, Becket, MA 01223	
Job Title & Primary Duties: Assistant Counselor - Assistant in activities in a resident camp program.	
Number of Hours per day Minor is to be Employed: 8-9 hours per day	
The undersigned agrees to employ this minor as stated above and in compliance with state law. A summary of laws governing minors' hours of work and hazardous occupations can be found at the end of this application form.	
 Signature of Employer or Authorized Agent	January 17, 2019 Date

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.

NOTE: If the minor seeking an employment permit resides outside of Massachusetts, the minor should obtain a work permit from the superintendent of schools in the city/town in Massachusetts where the minor is to be employed.

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.

Physician's Certificate of Health *You do not need to fill this out*

I hereby certify that I have examined the following named 14 or 15 year-old minor:	

and that, in my opinion, said minor is physically able to perform the work indicated above minors' hours of work and hazardous occupations	

Signature of Physician	



4. Ask your parent, guardian, or custodian to sign below.

Ask your parents to fill this out

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

Summary of Massachusetts² Laws Regulating Minors' Work Hours and Occupation Restrictions

Prohibited Jobs (Hazardous Orders)

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 permit).

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 job-site)
- 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 window sill is more than 10 feet above the ground

² 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 doing laundry in a commercial laundry or dry cleaning establishment
- Work as a public messenger
- Work at processing operations (e.g., in meat, fish, or poultry processing or cracking nuts, bulk or mass mailing)
- 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**

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, wood chippers, 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 US DOL 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 MA Child Labor Laws, effective date January 3, 2007.

Please complete this form

WORK PERMIT FORMS

Name of Minor			
Minor's Address: Address		City/Town	
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: Assistant Counselor: Assist in all duties related to summer resident camp program.			
Employer's Name: Becket-Chimney Corners YMCA - Camp Becket			
Employer's Address: 748 Hamilton Road, Becket, MA 01223			
School Last Attended:			
Grade Last Completed:			

BRING PROOF OF AGE
____ 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 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..*