

RIVERDALE HIGH SCHOOL WORK EXPERIENCE PROGRAM HANDBOOK



Nondiscrimination Statement

It is the policy of the Riverdale School District that no person may be denied admission to any public school in the district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, student services, career and technical education, recreational or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability in the educational programs or activities operated by the Riverdale School District.

WORK EXPERIENCE PROGRAM HANDBOOK

Table of Contents

A. INTRODUCTION.....	3
B. PURPOSE	3
C. PARTICIPATION & ELIGIBILITY REQUIREMENTS.....	3
D. GENERAL WORK EXPERIENCE POLICY	5
E. GENERAL CLASS AND GRADE POLICY	6
F. WORK ATTENDANCE AND SCHOOL ATTENDANCE.....	6
G. WORK STUDY GRADING POLICY.....	6
H. ADVANTAGES OF A WORK EXPERIENCE.....	7
I. LIST OF BASIC COMPETENCIES FOR THE WORK EXPERIENCE PROGRAM.....	7
APPENDIX A: SCHOOL TO WORK-WORK STUDY STUDENT CONTRACT.....	8
APPENDIX B: WORK EXPERIENCE ACKNOWLEDGEMENT STUDENT-PROVIDED TRANSPORTATION TO WORK EXPERIENCE, PARENT PERMISSION, AND RELEASE OF LIABILITY.....	9
APPENDIX C: WEEKLY LOG AND REFLECTION FORM	10
APPENDIX D: EMPLOYER/SUPERVISOR EVALUATION OF STUDENT	11
APPENDIX E: SAMPLE WORK PERMIT.....	12
APPENDIX F: HOURS & TIMES OF DAY MINORS MAY WORK IN WISCONSIN.....	13

RIVERDALE JR/SR HIGH SCHOOL

WORK EXPERIENCE PROGRAM HANDBOOK (Revised 5/12/2015)

Welcome to the Work Experience program! To be successful in this program you are required to follow the rules and procedures outlined in this handbook.

INTRODUCTION

Governor Thompson's Commission for a Quality Work Force recommended in the spring of 1991 that all high school curricula be redesigned to better prepare non-college bound students for technical careers. Following this, the Wisconsin State Legislature passed the School to Work Transition Initiative in July of 1991, which included directives to develop tech prep and youth apprenticeship programs for students interested in technical careers.

At Riverdale School District, a Work Experience Program has been developed. The intent of the program is to allow students to participate in Work Experience while they are attending high school. The program allows students to look at career possibilities for themselves and their future. Throughout the course, students will develop a career portfolio of their work including weekly logs, employer evaluations, and career development opportunities. Students who satisfactorily complete the course will receive an employability skills certificate from the Wisconsin Department of Public Instruction. The Work Experience portion of the program will allow students to join the work force in and out of school in a career of interest to them.

The experiences related to Work-Experience are designed to train students who plan to enter the work force directly after high school, who plan to enroll in a technical college or who plan to enroll in a university in a related degree program.

PURPOSE OF RIVERDALE HIGH SCHOOL'S WORK EXPERIENCE PROGRAM

- To prepare students for employment
- To promote cooperation between business, community, and schools
- To appraise individual aptitudes, abilities, and interests
- To explore occupational requirements, number of jobs available, hours, and salaries
- To provide "hands-on" experiences not available in the school setting
- To integrate classroom theory with practical experience

Students in the Work Experience Program must comply with the following regulations to be eligible for Work Experience and to maintain your Work Experience status.

A. PARTICIPATION & ELIGIBILITY REQUIREMENTS

1. **PROGRAM REQUIREMENTS:** The Work Experience program will be operated by a local consortium of partners including the employer, student, and student's parents/guardian, School to Work Coordinator, high school counselor, and high school principal.
2. **EMPLOYER REQUIREMENTS:** Businesses will be full partners with the local school district in the organization and operation of the Work Experience program. Businesses selecting/hiring youth will be responsible for providing the Work Experience learning of the program. The specific requirements for businesses participating in the Work Experience program are:
 - a. The employer will train youth in an occupation cluster within the industry.
 - b. The employer will train youth in specific job related skills needed to be successful (ex. punctuality, team work, etc.)
 - c. Whenever possible the employer must agree to train the youth for a minimum of a school semester. The amount of hours per day will be set by the employer with a maximum of two school hours (1.5 hours) per day. Additional hours outside of school may be agreed on.
 - d. The employer must agree to provide a mentor for the youth. Mentors must be skilled, experienced workers who can teach youth about the industry and the world of work. Mentors, supervisors, and/or employers will meet with the school to work coordinator periodically.
 - e. The employer, with the help of the school to work coordinator, will evaluate the student at the end of each quarter.
 - f. The employer, student, student's parent/guardian, school to work coordinator, and principal will sign a contract identifying the responsibilities of all parties involved for the implementation of the agreement.
 - g. The employer must comply with the requirements of the Child Labor Laws as established by Wisconsin's Department of Workforce Development and the federal government.

3. SCHOOL REQUIREMENTS

- a. The school district must ensure that the student will meet the academic requirement of high school graduation at the end of the program. The school district will provide graduation credit for the work-based learning component of the program in the amount of 0.5 per semester.
- b. The school district will make an assessment of all youth who apply for the course. All parties in the consortium must agree that this is best for the student.
- c. The school district must have provided career exploration, planning, and guidance activities in accordance with the Education for Employment requirements in Standard E to ensure that the student is making an informed career choice.
- d. The school district will provide a written evaluation at the end of each grading period to the student, the employer, and the parent/guardian. Students will be graded on competencies learned and overall acceptance of the program. Students will be graded on a Pass/Fail. Students must complete the employability skills certificate by the end of the first semester to continue in the program in the second semester. Students are also required to submit verified weekly hours and reflection of duties performed each Monday in order to earn a Passing grade and 0.5 graduation credits. The School to Work Coordinator will provide that information to the school counselor at the end of each semester.
- e. The school district will assign a designee to serve as the School to Work Coordinator.
- f. The School to Work Coordinator agrees to work with the employer to integrate the student's work based learning with his/her academic learning whenever possible.

B. **STUDENT ELIGIBILITY:** The be eligible to enroll in the Work Experience program, a student must meet the following criteria:

1. Be enrolled in Riverdale High School and be classified as having a SENIOR status.
2. Must have successfully completed the Careers course required of sophomores.
3. Must be in satisfactory academic standing with a minimum of 1.5 GPA cumulative.
4. Must have participated in career exploration, planning, and guidance activities during high school. Once determined eligible, students will need to successfully complete and interview with the employer if employer requests.
5. Must have a job starting on the first day of the semester in which you are enrolled in Work Experience and have completed all required paperwork prior to be allowed to leave for Work Experience. Your employer must agree to have you on the schedule to work during the school day for a minimum of 10 hours per week authorized for Work Experience approved by the School to Work Coordinator. On the first day of the semester, **you may not go to work** until you have turned in the following to the School to Work Coordinator:

Work Experience Contract—signed by yourself, your parent/guardian, and your employer. Acknowledgement of Student-Provided Transportation to Work Experience Program, Parent Permission and Release of Liability form
Valid work permit on file for the job you will hold for Work Experience (can be obtained in the high school office).

To remain in the program, the student must:

1. Remain in good academic standing in school.
2. Maintain good attendance in school.
3. Maintain good attendance on the job.
4. Attend meetings set by the school to work coordinator
5. Follow a good work ethic.

Students who violate any of the guidelines may be dismissed from the program. Dismissal from the program will result in a Failing grade on their report card and loss of credit. "F" grades will be calculated in the student's grade point average. Alternative assignments may be determined at the discretion of the school to work coordinator or principal.

- C. **PARENT/GUARDIAN RESPONSIBILITY:** To be eligible to have a student enrolled in the Work Experience program a parent/guardian agrees to:
1. Be responsible for the conduct of the youth whom will enrolled in the program.
 2. Be responsible for the student's transportation. Students will need to have their own transportation to get to work every day.
 3. Provide time for necessary conferences with the school to work coordinator as needed.

D. GENERAL WORK EXPERIENCE POLICY

1. Students who have exhibited poor behavior, poor attendance, or who have had disciplinary problems at school may not be allowed to participate in the Work Experience program. At the discretion of the School to Work Coordinator and the Principal, students may be admitted to the Work Experience program for a probationary period for one semester. If admitted on probation you will be monitored closely, and any further discipline, behavior or attendance problems may result in your being removed immediately from the Work Experience program, which will result in a failing grade, loss of up to 1.0 credit and the student will be required to remain in Study Hall during all hours for which she/he was scheduled for Work Experience for the remainder of the semester.
2. You must secure a job that you can and will attend during the school day, Monday through Friday, for the time you are scheduled for Work Experience. When you hold a seasonal position, it is your responsibility to acquire additional employment when the seasonal position ends.
3. You must have a job that will employ you during the Work Experience hours on the FIRST day of the semester. You will have two days to complete all necessary paperwork or will be dropped from the Work Experience Program and schedule classes for all hours of the day. NO EXCEPTIONS! You will not be allowed to leave for Work Experience unless all paperwork is completed and turned in to the School to Work Coordinator.
4. You must have a valid work permit on file at the Riverdale High School prior to the first day of work. You must turn in your weekly work experience log and reflection verifying the hours worked on Monday following the work week to the School to Work Coordinator. Failure to do so will result in immediate loss of work privilege that and each subsequent day until time sheet is turned in. Students who fail to turn in their hours for a period of 2 weeks will result in removal from the Work Experience Program and will be placed in study hall during Work Experience hours.
5. You must sign yourself out in the office when leaving school to go to work. Do not sign out anyone else or have someone sign you out. Failure to follow the proper procedure in place in the attendance office will result in loss of Work Experience privilege for one or more days.
6. You may not return to school more than 10 minutes prior to your scheduled class or prior to 3:25 pm for any reason without approval from the high school office. Students who participate in athletics or other extra-curricular activities may return to school prior to 3:25 pm if necessary due to the schedule of an event in which you are participating.
7. If you are terminated from your place of employment for any reason you may be removed immediately from the Work Experience Program at the discretion of the School to Work Coordinator and the Principal.
8. Termination from the program may result in an automatic grade of F for the semester, and loss of up to 1.0 credit per year toward graduation.
9. It is your responsibility to contact your employer in the event you are unable to be at work when you are scheduled. The School to Work Coordinator will not inform your employer on your behalf.
10. You will be required to meet with the School to Work Coordinator while on the job at least once a quarter as scheduled by the School to Work Coordinator. You will be responsible for informing your employer of the School to Work Coordinator's upcoming visit.
11. Student may work for a parent/relative's company as long as the parent has given permission and has signed a release of liability form.
12. You must remain in school until the time designated for you to leave. You are allowed to leave school early enough to allow you to arrive at work on time. Students must go directly to work after signing out for Work Experience. You may NOT stop at home or anywhere else after leaving high school. You may not leave early without permission of the School to Work Coordinator or the Principal.

E. GENERAL CLASS AND GRADE POLICY

1. Your grade for the Work Experience program is based on your employer's evaluation of your performance, your completion of the work experience log/reflection, and the completion of the Employability Skills Certificate.
2. You must be enrolled and satisfactorily pass with a "C" or better in the Current Issues class prior to being enrolled in the Work Experience Program and participating in Work Experience. Students will also be required to complete the Employability Skills Certificate issued by the Wisconsin Department of Public Instruction during the first semester of the program.
3. You must carry a minimum of four credit worthy courses in order to remain eligible for Work Experience. Students may have a School Service, but must be here for 5 hours of the day to have a study hall.
4. You must maintain passing grades in ALL scheduled classes at all times. If you receive an "F" in a class during any three week grade check, you will be required to remain in study hall during Work Experience hours until the grades are brought up to passing and verified by the School to Work Coordinator.

F. WORK ATTENDANCE AND SCHOOL ATTENDANCE

1. You must attend work as scheduled during school hours (start by 8:00 or end at least after 3:27 pm, or it is considered truancy. Your employer may choose to schedule you prior to the start of school or after the end of school at his/her discretion.
2. School attendance and work attendance is mandatory. If you are too sick to be at school for all your classes, you are too sick to go to work. The School to Work Coordinator will verify your time sheet with the attendance office each week.
3. Excessive absences or tardiness whether excused or unexcused may result in disciplinary action, which may include In-school suspension time in the afternoon or removal from the Work Experience program. Excessive absences would be considered any over 5 per semester for any reason, whether excused or unexcused, including illness, family emergency, doctor or therapeutic appointments, hunting, family vacations, and any other non-school related absences.
4. If you need to leave work for ANY reason before 3:27 pm you must talk with your employer prior to leaving and during the school day, make the attendance office aware. If you become sick on the job, you must report your illness on your weekly work experience log.
5. If you are given an in-school suspension for disciplinary reasons during the school day, you will not be allowed to go to work. It is your responsibility to inform your employer. If you are scheduled to serve in-school suspension for an entire day, you must serve the time in its entirety if disciplinary action requires it.
6. If the school schedule changes for any reason (such as early-release, late start, common planning days, snow days, homecoming activities, special events, etc.) which results in the rearranging of class hours, the following should occur:
 - ** You are required to remain in school until your approved leave time for work, including during class periods you normally go to Work Experience. You are required to report directly to the regular study hall, and remain there until you are released for Work Experience.
 - ** You must notify your employer ahead of time if the change will result in your release of school later than normal. You are required to remain at school until all students are released for the alternative schedule.

During special events held during the school day (ex. Homecoming) you are expected to abide by the requirements of your employers work if they need you to do so. However, if you wish to attend the special event you must do the following:

1. Request the day/time off from your employer and obtain written permission to miss those Work Experience hours.
2. You must remain in study hall during all hours you usually are scheduled for Work Experience.
3. Remain with the study hall teacher during all events in which students are seated with their class.
4. If you fail to follow the procedures for each event, you may lose privilege to attend future events that might be held during Work Experience hours.

G. WORK STUDY GRADING POLICY

Work Experience students will be graded using the employer's rating sheet based on job performance and attendance, completion of weekly work experience logs and weekly reflections, and completion of the requirements of the Employability Skills Certification issued by the Wisconsin Department of Public Instruction by the end of the first semester. Credit of .5 will be awarded upon successful completion of the requirements at the end of each semester enrolled in the program.

NOTE: Chronic violations of the Work Experience Regulations will result in disciplinary action by the Principal or the School to Work Coordinator. These may include in-school suspension, out-of-school suspension, loss of Work Experience hours or removal from the Work Experience program, resulting in a grade of "F", and loss of credit toward graduation.

H. ADVANTAGES OF A WORK EXPERIENCE

Student

- * Provides a realistic Work Experience
- * Allows a student to assess her/his true interests
- * Develops a good understanding of employment opportunities
- * Develops work habits, attitudes and responsibilities necessary for individual maturity and job success
- * Provides a realistic environment for developing marketable skills
- * Receives compensation while learning employment skills
- * Creates a future competitive edge in the job market
- * Contributes to a feeling of accomplishment

School

- * Enlarges the learning environment available to students
- * Bring business and school together in an effort to develop a strong vocational program
- * Gives the school an effective means of evaluating and updating its vocational programs
- * Encourages attendance
- * Enhances the relationship between the school and the community
- * Keeps the school informed of current occupational trends

Employer

- * Promotes closer understanding between school and business
- * Give access to source of new employees
- * Provides the employer opportunity to assist the school in instructing and counseling the student during the transition from school to work

I. LIST OF BASIC COMPETENCIES FOR THE WORK EXPERIENCE PROGRAM

The student will:

- Demonstrate the ability to do accurate work
- Proactive clean and orderly habits in the work area
- Employ careful use of material and equipment Perform duties with speed and accuracy
- Utilize efficient work habits
- Apply knowledge and skills on the job
- Demonstrate responsibility and dependability on the job
- Show initiative
- Meet the attendance and punctuality standards of the work place
- Maintain good working relations with co-workers, customers, and management
- Demonstrate a positive attitude toward work
- Appear neat and clean
- Demonstrate behavior appropriate for job success

School Year: _____

**SCHOOL TO WORK EXPERIENCE STUDENT CONTRACT
RIVERDALE HIGH SCHOOL, MUSCODA, WI**

Semester: 1 2 Hours/Times: _____

Student Name: _____ Employer Name: _____

Student Address: _____ Employer Address: _____

City State Zip

City State Zip

Student Home Phone: _____ Employer Phone: _____

Grade: 9 10 11 12 Supervisor's Name: _____

Parent/Guardian Name: _____ Student's Job Title: _____

Guidelines for Work Study Program Student

- * Student must be a Senior on track to graduate
- * Must satisfactorily complete Current Issues class
- * Must maintain 1.5 cumulative GPA at Riverdale High School
- * Fulfill attendance requirement at school
- * Provide own transportation to and from work
- * Evaluate student at the end of each quarter
- * Maintain frequent contact with STW Coordinator
- * Agree to abide by STW handbook
- * Follow set procedures when sick or injured
- * Agree to obtain work permit and turn in hours worked each week to be verified by STW Coordinator
- * Agree to abide by STW handbook
- * Sign and turn in all required forms before starting work (Work Study Contract, Transportation agreement, etc.)

Guidelines for Parents/Guardians

- * Contact STW Coordinator if necessary
- * Provide transportation arrangements
- * Sign the Work Experience Contract
- * Support decisions made through Work Study Program
- * Responsible for student's conduct at work and school
- * Sign Parent Permission & Release of liability

Guidelines for Employers work

- * Provide work that is a learning experience
- * Provide detailed job descriptions to STW Coordinator
- * Agree to employ student for at least one semester
- * Pair student with a Mentor
- * Sign Work Experience Contract
- * Contact STW Coordinator as necessary
- * Comply with Wisconsin's Child Labor laws

Guidelines for School to Work Coordinator (STW)

- * Facilitate communication between employer and student
- * Update School Counselor with credit/schedule issues
- * Maintain parent/guardian contact
- * Monitor student work performance including site visitation and classroom performance
- * Perform follow up with employer

I have read the Work Experience handbook in its entirety and agree to abide by all guidelines set forth and understand that I must attend school if I am not at work. I realize the same rules apply to me during working hours as when I am attending school and breaking these rules may result in disciplinary action and/or termination of this contract, removing me from the Work Experience program at Riverdale High School.

Signatures and Dates Signed:

Student: _____ School Counselor: _____

Parent/Guardian: _____ STW Coordinator: _____

Employer: _____ Principal: _____

WORK EXPERIENCE ACKNOWLEDGMENT

STUDENT-PROVIDED TRANSPORTATION TO WORK EXPERIENCE, PARENT PERMISSION AND RELEASE OF LIABILITY

PARTICIPATION: I, as parent/guardian, understand that my son/daughter will be participating in the Riverdale High School Work Experience program. I understand that the student may be employed during the school day and will be earning credit towards graduation. Students are required to maintain passing grades in the classes they are taking during the school year and can be removed from Work Experience if the student falls below that standard in order to improve their academics. If the student leaves their job or is terminated, the School to Work Coordinator must be informed immediately. The student may be allowed a reasonable amount of time to secure new employment, but will be required remain in school during the hours scheduled to be working. If the student does not secure a new position within a reasonable amount of time, the student will receive an “F” in the Work Experience program and be required to schedule regular classes at Riverdale High School. If the student loses their job due to employer unforeseen circumstances, an effort will be made in order for the student to not be jeopardized by loss of credit or with an “F” on their report card.

SEMESTER/DAYS/TIME: The student will be participating in the Riverdale High School Work Experience program during Semester 1 and/or Semester 2 of the current school year. In order for the student to be allowed to being the Work Experience part of the program, the student must have completed the 10th grade Careers class requirement with a “C” or better. Students will be not be allowed to leave during school hours to go to work unless the Work Experience Contract, Acknowledgement of Student-Provided Transportation to Work Experience, parent permission and release of liability, and a valid work permit have been completed and turned in to the School to Work Coordinator.

TRANSPORTATION: The student/parent/guardian will be required to provide transportation to and from the work site. Students will not be allowed to ride with another student to and from the work site, unless permission is granted in writing to the high school attendance office prior to leaving school; verbal permission is not acceptable.

RELEASE OF LIABILITY: Based on the information stated above and my acknowledgement of the issues, I understand and agree to Release all Liability, and waive my rights to file claim, pursue legal action, or seek financial relief or reimbursement from the Riverdale School District, its Board Members, its employees, the school to work employers, or others associated with the Work Experience program, for damages arising out of my student driving himself/herself to and or from the work site, or being driven by another student in which I have given written permission, regardless of whether the Riverdale School District its agents, board members, employees, school to work employers, or others associated with the program are or are alleged to be negligent.

In particular, the undersigned specifically waive all claims to damages, to the extent covered by an applicable insurance coverage, including but not limited to, automobile insurance, medical payments coverage, health insurance, uninsured and/or underinsured motorist benefits, and/or any liability insurance coverage from any source.

I have read and understand the Work Experience handbook, the Acknowledgement of Student-Provided Transportation to Work Experience, Parent Permission and Release of Liability and have signed the required documentation to allow my son/daughter to participate in the Riverdale High School Work Experience program. I grant permission for my son/daughter to leave the school premises for the identified Work Experience time and to drive to the approved work site. I verify that the child has a state recognized driver’s license and car insurance. I release the school of any liability and responsibility for any accidents that may occur on the way to or from the work site.

Parent/Guardian Signature: _____ Date: _____

Sworn to me this _____ day of _____, 20__.

Notarized by: _____

Commission expires: _____

Work Experience Log

DUE TO MRS. TROXEL EVERY MONDAY

STUDENT NAME _____ WEEK OF _____

EMPLOYER NAME _____

Log hours worked and job duties for each day of work during the week

Monday	Tuesday	Wednesday	Thursday	Friday

REFLECTION: Write about either what you learned on the job; something stressful that happened on the job; your thoughts about the week; an encounter with a difficult supervisor, co-worker, or customer; or anything else you found significant this week on the job.

Student Signature _____

Supervisor Signature _____

Date _____

Work Experience Logs are DUE every Monday to Mrs. Troxel
 If you do not turn in your logs, you will get a Non-Pass on your grade report

EMPLOYER EVALUATION

Fall Semester _____ Spring Semester _____

Student

Employer/Supervisor

Job Title

Company/Business Name

Please rate the student in the following categories on a scale of 1 to 5.
5=Outstanding, 4=Very good, 3=Good, 2=Average, 1=Need Improvement, N/A if it doesn't apply to the students position.

ATTITUDES TOWARDS WORK

- ___ Uses time effectively and looks for work to do
- ___ Dresses appropriately for job setting
- ___ Exhibits cleanliness, good hygiene
- ___ Demonstrate continual improvement in completing work

JOB LEARNING/SKILL IMPROVEMENT

- ___ Shows continual improvement and speed in completing work
- ___ Can work independently
- ___ Exhibits adequate knowledge learned in school.
- ___ Learns with ease; understands work/responsibilities

RELATIONS WITH OTHERS

- ___ Cooperates with supervisors; is respectful
- ___ Works well with others and within a team
- ___ Works well with others and within a team
- ___ Accepts suggestions from others well; is courteous and helpful with public/customers
- ___ Overall communication skills

QUALITY OF WORK

- ___ Uses care with equipment and materials
- ___ Performs quality work
- ___ Able to follow and understand directions
- ___ Performs well under pressure
- ___ Can adapt to working conditions; is flexible

DEPENDABILITY

- ___ Is on time to work; remains until required hours are completed
- ___ Alerts supervisor if absent or late for work
- ___ Plans ahead to rearrange work schedule

What are some of the student's strengths? _____

What are some areas the student needs to improve? _____

Please share this information with the student so they are aware of their performance and can ask questions.

Supervisor Signature/Title

Date

Please return to Mrs. Stacey Troxel, at Riverdale HS, 235 E Elm Street, Muscoda, WI 53573 as soon as possible.

WI Rules:

- A work permit is required before anyone under the age of 18 is allowed to work in any job with the exception of agriculture or domestic service work.
- Employers must have a work permit on file for the minor being employed before they may allow the minor to begin work.

Be sure to obtain a work permit if necessary. Information is in the High School Office. The cost of a work permit is around \$10.

Hours and Times of Day Minors May Work in Wisconsin

State and federal laws do not limit the hours that minors 16 years of age or over may work, except that they may not be employed or permitted to work during hours of required school attendance under Wis. Stat. § 118.15.

State and federal laws also permit minors under 16 to work up to seven days per week in the delivery of newspapers and agriculture. In most other types of labor, minors under 16 may only work six days a week.

Most employers must obtain work permits for minors before permitting them to work. For further information, see the Wisconsin Employment of Minors Guide (ERD-4758-P).

Maximum Hours of Work for 14 & 15 year-old minors	After Labor Day through May 31	June 1 through Labor Day
<u>Daily Hours</u>		
Non-School Days	8 hours	8 hours
School Days	3 hours	3 hours
<u>Weekly Hours</u>		
Non-School Weeks	40 hours	40 hours
School Weeks	18 hours	18 hours
Permitted Time of Day	7am-7pm	7am-9pm

Employers subject to both federal and state laws must comply with the more stringent section of the two laws.

State child labor laws prohibit work during times that minors are required to be in school, except for students participating in work experience and career exploration programs operated by the school.

Minors under 16 years of age are limited to the maximum hours and time of day restrictions even though they may work for more than one employer during the same day or week.

Minors under 14 years of age are allowed to work in certain occupations (e.g., street trades, agriculture, and work in school lunch programs. See the Wisconsin Employment of Minors Guide, ERD-4758-P, for more detail). These minors are subject to the same hourly and time of day restrictions as minors who are 14 or 15 years of age.

Minors under 18 years of age may not work more than 6 consecutive hours without having a 30-minute, duty free meal period.

Minors 16 & 17 years of age who are employed after 11:00 pm must have 8 hours of rest between the end of one shift and the start of the next shift.

Minimum Wage for minors is \$7.25 per hour. Employers may pay an "Opportunity Wage" of \$5.90 per hour for the first 90 days of employment. On the 91st day, the wage must increase to \$7.25 per hour.

For further information about the federal child labor laws call (608) 441-5221, or write to U.S. Department of Labor, Wage & Hour, 740 Regent Street, Suite 102, Madison, WI 53715.

For further information about the state child labor laws, call the Equal Rights Division in Madison (608) 266-6860 or Milwaukee (414) 227-4384.

DEPARTMENT OF WORKFORCE DEVELOPMENT - EQUAL RIGHTS DIVISION

PO BOX 8928 MADISON WI 53708

Telephone: (608) 266-6860 T T Y : (608) 264-8752

Website: <http://dwd.wisconsin.gov/er/>

The Department of Workforce Development is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format or need it translated to another language, please contact us.