

CHILD LABOR POLICY

1.0 Purpose: To establish workplace practices that will insure the employment of minors is in accordance with 820 ILCS 205 – Child Labor Law; Illinois Administrative Code - Title 56: Labor Employment, Chapter I: Department of Labor, Subchapter b: Regulation of Working Conditions, Part 250 Illinois Child Labor Law.

2.0 Scope: All departments/sections that employ minor children.

3.0 Definitions

3.1. Department of Labor – The Illinois Department of Labor or authorized representatives.

3.2. Minor – Children that have not attained their 16th birthday. For the purposes of the Child Labor Law, a person attaining their 16th birthday shall no longer be considered a minor.

3.3. Week – Means the calendar week, i.e., that seven consecutive day period beginning at 12:01 a.m. on Sunday morning and ending on the following Saturday night at midnight.

4.0 Policy

4.1. The City will adhere to the provisions of the Illinois Compiled Statutes (820 ILCS 205/) Child Labor Law.

The City will maintain time records for each minor employed. The record will include:

- Name
- Address
- Date of Birth
- Starting and ending dates of employment
- Starting and ending dates of each work day
- Starting and ending time of each meal break
- Number of hours worked daily and weekly

No person under the age of 16, except minors 14 or 15 years of age participating in federally funded work experience career education programs under the direction of the State Board of Education, at any time shall be employed by the City.

4.2. **Officiating Youth Activities** – This policy shall not apply to a minor 12 or 13 years of age officiating youth sports activities if:

- The parent or guardian of the minor, or an adult designated by the parent or guardian, shall be present at the youth sports activity while the minor is officiating.
- The time worked as a sports official is for a maximum of 3 hours on school days and 4 hours on non-school days not to exceed 10 hours in any officiating week and may not work past 9 p.m.
- The participants in the youth sports activity are at least 3 years younger than the officiating minor or an adult must be officiating the same youth sports activity. For the purposes of this section, "adult" means an individual 16 years of age or older.

4.3. An abstract of the Child Labor Law provided by the Department of Labor will be conspicuously posted in areas that minors are employed. The notice will also include:

- The hours commencing and stopping work.
- The hours for dinner or other meals begin and end.
- The Department of Labor's toll-free telephone number.

The hiring department will maintain a register of minors employed that will include their name, age, and place of residence.

4.4. **Work Permits**

The Superintendent of Schools, or their duly authorized agent, is authorized to issue employment certificates for any minor under age 16. Work permits are issued for a one (1) year period.

Any issued permit will be mailed to the City by the issuing authority. If a work permit is issued, it will be maintained in the individual's personnel file.

The City will be required to provide a statement of intention to employ the minor, and the nature of the employment, the exact hours of the day and number of hours per day and per week the minor will be employed.

Upon the termination of employment of a minor with a work permit, the work permit will be returned to the issuing authority.

4.5. **Hours of Employment**

4.5.1. No minor may be employed for more than:

- Six consecutive days in any one week.
- More than 48 hours in any one week.
- More than 8 hours in any one day.
- May not work between 7 p.m. and 7 a.m. from Labor Day until June 1st.
- May not work between 9 p.m. and 7 a.m. from June 1st until Labor Day.

4.5.2. Minors under the age of 16 shall not be employed when school is in session on school days for more than 3 hours a day, nor shall the combined hours of work outside and in school exceed a total of 8 in a day.

4.5.3. Minors under the age of 16 may work 8 hours per day on Saturday and Sunday if the minor does not work six consecutive days in a week and does not exceed 24 hours in any week.

4.5.4. Minors 14 years of age or older employed by the Park and Recreation Department while school is in session may work up to 3 hours a day per school day twice a week no later than 9 p.m. The number of hours may not exceed 24 hours or between 10 p.m. and 7 a.m. during the school district's summer vacation, or if the school is not in session for the minor.

- 4.5.5. Minors employed by the City will be entitled to a 30 minute uninterrupted meal period after a five-hour continuous work period.

4.6. Restricted Positions

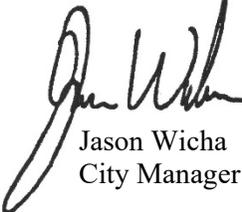
- 4.6.1. Per 820 ILCS 205 the following Hazardous Occupations are prohibited for employment by any minor under the age of 16 years of age:

- In, about or in connection with any public messenger or delivery service, bowling alley, pool room, billiard room, skating rink, exhibition park or place of amusement, garage, or as a bell-boy in any hotel or rooming house **or about or in connection with power-driven machinery**; except this subsection shall not apply to ice skating rinks owned and operated by a school or unit of local government;
- In the oiling, cleaning or wiping of machinery or shafting;
- In or about any mine or quarry; provided that office and messenger and other non-hazardous employment shall not be prohibited by this Act;
- In stone cutting or polishing;
- In or about any hazardous factory work;
- In or about any plant manufacturing explosives or articles containing explosive components, or in the use or transportation of same; provided that office and messenger and other non-hazardous employment shall not be prohibited by this Act;
- In or about plants manufacturing iron or steel, ore reduction works, smelters, foundries, forging shops, hot rolling mills or any other place in which the heating, melting, or heat treatment of metals is carried on; provided that office and messenger and other non-hazardous employment shall not be prohibited by this Act;
- In the operation of machinery used in the cold rolling of heavy metal stock, or in the operation of power-driven punching, shearing, stamping, or metal plate bending machines;
In or about sawmills or lath, shingle, or cooperage-stock mills; provided that office and messenger and other non-hazardous employment shall not be prohibited by this Act;
- In the operation of power-driven woodworking machines, or off-bearing from circular saws;
- In the operation of freight elevators or hoisting machines and cranes;
- In spray painting or in occupations involving exposure to lead or its compounds or to dangerous or poisonous dyes or chemicals;
- In any place or establishment in which intoxicating alcoholic liquors are served or sold for consumption on the premises, or in which such liquors are manufactured or bottled, except as follows:
 - bus-boy and kitchen employment, not otherwise prohibited, when in connection with the service of meals at any private club, fraternal organization or veteran's organization shall not be prohibited by this subsection;
 - this subsection 13 does not apply to employment that is performed on property owned or operated by a park district, as defined in subsection (a) of Section 1-3 of the Park District Code, if the employment is not otherwise prohibited by law;
- In oil refineries, gasoline blending plants, or pumping stations on oil transmission lines;

- In the operation of laundry, dry cleaning, or dyeing machinery;
- In occupations involving exposure to radioactive substances;
- In or about any filling station or service station;
- In construction work, including demolition and repair;
- In roofing operations;
- In excavating operations;
- In logging operations;
- In public and private utilities and related services;
- In operations in or in connection with slaughtering, meat packing, poultry processing, and fish and seafood processing;
- In operations which involve working on an elevated surface, with or without use of equipment, including but not limited to ladders and scaffolds;
- In security positions or any occupations that require the use or carrying of a firearm or other weapon; or
- In occupations which involve the handling or storage of blood, blood products, body fluids, or body tissues.

5.0 Distribution

Human Resources website, www.citylf.org.



Jason Wicha
City Manager