

INSTRUCTIONS FOR OBTAINING A WORK PERMIT

Any student aged 14-17 years-old wishing to work must obtain a Work Permit unless otherwise stipulated under Ohio Revised Code (ORC) 4109. **WORK PERMITS CANNOT BE TRANSFERRED FROM ONE EMPLOYER TO ANOTHER. YOU MUST COMPLETE A NEW APPLICATION FOR EACH EMPLOYER.**

INSTRUCTIONS (THREE SECTIONS):

1. APPLICATION FOR MINOR WORK PERMIT

- Must be filled out **completely** and have a parent/guardian signature.

2. PLEDGE OF EMPLOYER

- Must be filled out completely and signed by the employer representative.
- This form **MUST** include **exact information** relative to the days per week, hours per day, and starting/quitting time. **“Varies” or a range is not acceptable. Employer should enter a representative/average time if there is a range.**

3. PHYSICIAN’S CERTIFICATE FOR MINOR WORK PERMIT

- Must be filled out completely and signed by the medical provider.
- If a student has a **valid** (dated in the last calendar year) sports physical on file with the Tiffin City Schools Athletic Department, it is the **STUDENT’S RESPONSIBILITY** to request and obtain a copy of the physical from the TCS Athletic Director. A few days’ notice may be required.

- **APPLICATIONS FOR MINOR WORK PERMITS ARE PROCESSED ONLY AT THE
TIFFIN CITY SCHOOLS ADMINISTRATION BUILDING
244 S. MONROE ST.**

Office Hours for Work Permits: 7:30 AM – 3:30 PM, Monday – Friday

- **THE STUDENT APPLYING FOR A WORK PERMIT MUST BE PRESENT**

Students not enrolled with Tiffin City Schools: An original birth certificate, driver’s license/permit, or other official/legal proof of age and proof of current address must be provided (to verify residency) in order to have an Application for Minor Work Permit processed.

WORK PERMITS WILL NOT BE PROCESSED IF THEY ARE NOT PROPERLY COMPLETED AND/OR SIGNED.

QUICK REFERENCE GUIDELINES FOR EMPLOYMENT OF MINORS

The following is provided as a quick reference summary guide only and should not be construed as anything else. It does not include all requirements of the minor labor laws. The Ohio Revised Code (ORC) Chapter 4109 takes precedence and should be referred to for all minor employment. To obtain a copy of Chapter 4109 and the Ohio Minor Labor Laws poster, please contact the WAGE AND HOUR DIVISION: 145 South Front Street, PO Box 1618, Columbus, OH 43216-1618 (614-644-2239), www.obes.org. The term "minor" refers to individuals under eighteen (18) years of age.

WORK PERMITS: (Age & Schooling Certificate, ORC Title 3331)

1. Every minor fourteen (14) to eighteen (18) years of age must have a work permit, unless otherwise stated in Chapter 4109.
 - a. When there is a promise of a job the minor picks up the APPLICATION FOR MINOR WORK PERMIT from the Board of Education or School.
 1. Student/Application Information: Completed & signed by the minor's parent/guardian.
 2. Employer Pledge: Completed & signed by the employer.
 3. Physician Certificate: Completed & signed by the physician.
 - b. The completed APPLICATION must be returned by the minor with proof of age (Birth Certificate, Baptismal Record) to the school official.
 - c. A Work Permit may be issued at this time verifying the completion of the minor's application. The minor may begin employment with this Permit.
 - d. ***A new Work Permit must be obtained each time the minor changes jobs;*** it cannot be transferred from one employer to another.
 - e. The Work Permit can be denied by the Superintendent of Schools, the parent or guardian, or by the Ohio Bureau of Employment Services Wage & Hour Division.
2. The employer is required by law (4109.02) to keep the work permit on file at the establishment where the minor is working.

REST PERIOD: Minors must receive a thirty (30) minute break when working more than five (5) consecutive hours.

LIST OF MINORS EMPLOYED: The employer shall keep a list of minors employed at each establishment and such list must be posted in a conspicuous place to which all minor employees have access.

TIME RECORDS: Every employer shall keep a time book or other written records showing actual starting and stopping time for hours worked and each rest period. These records must be kept for two (2) years.

WITHHOLDING WAGES: Wages may NOT be withheld from minors for shortages, presumed negligence, breakage of machinery, incompetence, or inability to perform work according to any standard of merit.

DOOR TO DOOR SALES: Minors under 16 years of age may NOT engage in door to door employment unless the profit employer is registered with the Ohio Bureau of Employment Services Wage & Hour Division.

RESTRICTIONS FOR HOURS WORKED:

1. Minors under 16 years of age are prohibited from working:
 - a. Before 7:00am or after 7:00pm when school is in session.
 - b. Before 7:00am or after 9:00pm when school is NOT in session or during a school holiday of five (5) or more days.
 - c. More than 3 hours in a school day.
 - d. More than 18 hours in a school week.
 - e. More than 8 hours a day when school is NOT in session.
 - f. More than 40 hours per week when school is NOT in session.
2. Minors 16 and 17 years of age are prohibited from working when school is in session:
 - a. Before 7:00am Monday thru Friday
 - b. After 11:00pm Sunday thru Thursday

PROHIBITED OCCUPATIONS FOR MINORS: Minors are restricted from working in occupations that are considered hazardous or detrimental to their health as outlined in Administrative Rule 4101:9 ORC.

EXCEPTIONS: Refer to Chapter 4109.06 ORC for exceptions to coverage.