

## PROHIBITED WORK

Certain potentially hazardous jobs are prohibited for minors based on the age of the minor. Some of the prohibited jobs and activities are listed below.

### Minors Under 16 Years of Age:

- may not use power-driven machinery, including power tools, power lawn mowers, power woodworking, and metal working tools.
- may not use conveyors. However, minors age 15 may work as cashiers or baggers.

### Minors Under 18 Years of Age:

- may not work in construction.
- may not operate hoisting apparatus, including forklifts.
- may not service rim wheels (for changing tires).
- may not work at establishments where alcoholic liquors are distilled, rectified, compounded, brewed, manufactured, bottled, or sold for consumption on the premises.

Minors 16 years of age may work in public bowling alleys as pin-setters, lane attendants, or busboys, and in restaurants, executive offices, maintenance departments, or pool and beach areas of a hotel as long as they do not prepare, sell, or serve alcoholic beverages.

Also, minors at least 14 years of age may work as golf caddies and pool attendants.

- may not slaughter animals; or pack, process, or render meat; or operate deli or other slicing machines.
- may not use dough brakes or mixing machines in bakeries or cracker machinery.
- may not use compactors (but may use residential type).

This brochure contains only a partial list of prohibited work. Please consult the *New Jersey Child Labor Laws and Regulations* for a complete list. If you do not have a copy of the Laws, please call (609) 292-2305 or (609) 777-3200. You may also call these telephone numbers for the *Child Labor Law Abstract* and for the *Schedule of Hours for Minors*, both of which must be posted in a conspicuous place where the minors are employed.

Some types of prohibited work are allowed under the Cooperative Industrial Education (C.I.E.) program. The program is supervised by school educators, and students receive training in the occupational area and in relevant health and safety matters. Employers can contact a local high school or county vocational school to obtain information on this program.

**The New Jersey Department of Labor and Workforce Development is an equal opportunity employer with equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities.**

**If you need this document in braille or large print, call (609) 292-2305. TTY users can contact this department through New Jersey Relay: 7-1-1.**

## EMPLOYER GUIDE

# About Working Papers



**An Employer Guide for Completing the Employment Certificate**



**Working Together to Keep New Jersey Working**

**Jon S. Corzine, Governor**  
**David J. Socolow, Commissioner**

## Employment Certificates “Working Papers”

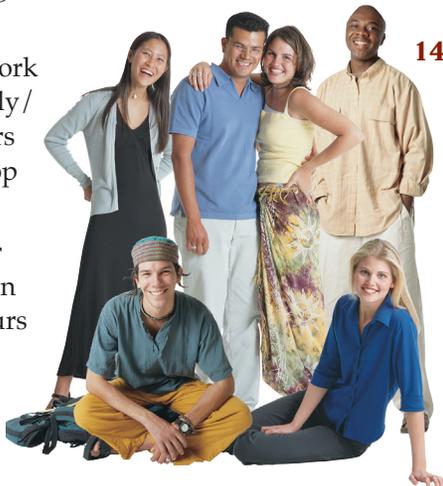
Employers employing minors are required to complete the promise of employment section of the Employment Certificate.

Minors must be at least 14 years old to work in New Jersey, with the exception of employment in agricultural work (which includes nursery work and the care of livestock), newspaper delivery, and theatrical occupations. Child labor laws no longer apply when minors reach the age of 18.

**All minors must obtain an employment certificate (also called “working papers”).**

### Employers Complete the Employment Information Section

- employer’s trade name
- address where minor is to work
- name of contact person and telephone number
- minor’s job title (be specific; that is, cashier, sales associate, waiter, gas attendant, bank teller)
- number of hours per work week (approximate daily/ weekly number of hours and/or starting and stop times)
- indicate whether minor has a regular or vacation certificate (summer hours differ)



- If liquor is sold for consumption on the premises, check the “yes” box and describe the area licensed. Remember that minors under 18 years of age may not work in an establishment where liquor is sold for consumption on the premises, with a few exceptions — see the “prohibited work” section of this brochure for details.
- signature of employer or hiring person

The remaining sections of the working papers are completed by others, such as school officials, and are returned to the school district’s issuing officer. A copy is then submitted for final approval to the Division of Wage and Hour Compliance in Trenton.

Employment certificates are required for all paid, structured, work-based learning opportunities offered to students in the School-to-Careers program. Employment certificates are also recommended for nonpaid School-to-Career activities that may involve work.

### HOURS OF WORK

#### 14 and 15 year olds

- may work no more than 3 hours a day on a school night.
- may work no more than 18 hours a week during the school year.
- during summer vacation, may work up to 8 hours a day, no more than 40 hours a week.
- may not work before 7 a.m. or after 7 p.m. during the school year,

but may work until 9 p.m. (with a parent or guardian’s written permission) during summer vacation (from end of school year until Labor Day).

#### 16 and 17 year olds

- may work no more than 8 hours in any one day
- may work no more than 40 hours in any one week
- may not work before 6 a.m. or after 11 p.m. Exception: May work after 11 p.m. (up to 3 a.m. provided work begins before 11 p.m.) in restaurant or seasonal amusement with written parental permission, when there is no school the next day.
- during summer vacation, may work until midnight in general employment with written permission

#### All Minors

- may work no more than 6 consecutive days
- may not work more than 5 hours continuously without at least a 30-minute meal break

Other hours may apply for agricultural jobs, for work in factories, for newspaper carriers, or for theatrical employment.

**Questions?**  
Call the Division of Wage and  
Hour Compliance at (609) 292-2305  
or go to the Web site of the Department  
of Labor and Workforce Development  
at [www.nj.gov/labor](http://www.nj.gov/labor) (point to  
Program Areas and click on  
Labor Standards).