

Working Papers Manual

*Includes Certificates,
Forms and Procedures
for the Employment
of Minors*



Connecticut State Department of Education – 2010

Connecticut State Department of Education

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Preface

Our state and federal governments have enacted laws relating to the employment of minors for the equal protection of both minors and their employers. The minor is prohibited from performing harmful or hazardous work. The employer is protected from placing a minor into employment based on falsified information.

The Connecticut laws listed in this procedural manual cannot be all-inclusive, as many new laws are passed annually. The same applies to federal laws. Also, please note that, in addition to the education laws, this manual includes laws from other titles of the Connecticut General Statutes. They have been selected on the basis of their relevance to the employment of minors. You will need to refer to sections of the Connecticut General Statutes that have not been included. If you need further information relating to labor laws, you may direct your questions to the Wage and Workplace Standards Division of the Connecticut Department of Labor, 200 Folly Brook Boulevard, Wethersfield CT 06109, 860-263-6791. Information also may be obtained through the division's Web site: <http://www.ctdol.state.ct.us/wgwkstnd/wgemenu.htm>



The **Certificate of Age Form ED-301**, also called “**working papers**,” a certificate of age or the employment certificate, has been printed in accordance with the Connecticut statutes and regulations relating to the employment of minors and the policies set forth by the State Board of Education for issuing such certificate. The Bureau of Health/Nutrition, Family Services and Adult Education has been designated as the agent for distributing these certificates to the superintendents of schools of local and regional boards of education or an agent designated by such superintendent. Requests for further information relating to these certificates for minors may be directed to the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, Attention: Working Papers, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2102.

This manual was produced through the cooperative efforts of the Wage and Workplace Standards Division and the Apprenticeship Training Unit of the Connecticut Department of Labor, and the Bureau of Teaching and Learning and Bureau of Health/Nutrition, Family Services and Adult Education of the Connecticut State Department of Education. Special appreciation is extended to Gary Pechie, director of the Wage and Workplace Standards Division, and Judith Andrews of the Bureau of Teaching and Learning, for their assistance in the revision of this manual and to the Department of Labor (<http://www.ct.gov/dol>) for their continuous support and generous contribution of ideas and information.

PART A – Certificate of Age Form ED-301



General Requirements for Issuance

It is necessary to have specific requirements in order to ensure that there is an effective and timely process in the issuance of the Certificate of Age Form ED-301 to minors seeking employment. The following requirements are designed to assist the designated issuing officer in this process.

1. Purpose and Prerequisites for the Certificate of Age Form ED-301

The purpose of the certificate of age as outlined in Sec. 10-193 of the Connecticut General Statutes is to ensure that individuals under the age of 18 have proper documentation of their age and are employed in occupations that are acceptable under the law.

Connecticut issues the **Certificate of Age Form ED-301** to: minors 16 and 17 years of age who desire nonhazardous jobs in any manufacturing, mechanical, service recreation, amusement, restaurant or mercantile establishment; minors 15 years of age who desire nonhazardous jobs in any mercantile establishment; and minors over 14 years of age who wish to work as a caddie or in a pro shop at any municipal or private golf course.

The **Certificate of Age Form ED-301 (Appendix A)** is used as a verification of a minor's legal age for employment purposes. The superintendent of schools of any local or regional school district or an agent designated by the superintendent shall issue the **Certificate of Age Form ED-301** to any resident minor who desires employment and has met all the requirements for being issued a **Certificate of Age Form ED-301**. This employment certification is also commonly referred to as “**working papers**.”

All issuing officers of any local or regional school district must adhere to the following minimum requirements in performing their duties as issuing agents of the **Certificate of Age Form ED-301**:

- All supporting documents submitted must be authentic and not altered or erased.
- Under no circumstances should a certificate be issued before a minor has reached the exact age required by law.
- The **Certificate of Age Form ED-301** must be completed in triplicate: one copy for the minor, one copy for the employer, and one copy for the issuing officer's files.
- The **Certificate of Age Form ED-301** must be signed by the issuing officer in the appropriate place.
- The issuing officer must maintain a file for each minor who has applied for or has received a **Certificate of Age Form ED-301**.
- The file should contain at least a copy of the signed **Certificate of Age Form ED-301**, a copy of the signed **Promise of Employment** and other supporting documents, e.g., birth certificate, baptismal certificate, driver's license, etc.
- The issuing officer must follow the criteria for issuing a **Certificate of Age Form ED-301** as noted on the following page.

PART A – Certificate of Age Form ED-301

2. Criteria for Issuing a Certificate of Age Form ED-301

A minor who wishes to be issued a **Certificate of Age Form ED-301** must:

- be 16 years of age;*
- appear in person at the local education agency;
- have authentic evidence of age;
- have a written promise of employment signed by the prospective employer;
- have written evidence of U.S. Citizenship and Immigration Service (USCIS) approval if an immigrant student;
- have an apprenticeship approval card if applicable; and/or
- have **Certification Form LED 75-1** if the minor is a student enrolled in a Connecticut State Department of Education-approved Career Pathways/Cooperative Work Education Program and is assigned to a work-site experience in a potentially hazardous experience as defined by the Department of Labor.

***Note:** Under certain conditions and specific circumstances, a **Certificate of Age Form ED-301** may be issued to a minor who has reached the age of 14 to be employed or permitted to work as a caddie or in a pro shop at any municipal or private golf course or to a minor who has reached the age of 15 for employment in any mercantile establishment as a bagger, cashier or stock clerk only. For further information, please refer to Section 31-23(b)(1) of the Connecticut General Statutes found in Appendix H.

3. Authentic Documentation/Evidence of Age

There are various documents which are legally acceptable as proof of a person's age. The following documents are listed in order of acceptability; e.g., a birth certificate is more acceptable than a driver's license:

- a birth certificate issued by a town official;
- a baptismal certificate that shows date and place of birth;
- a hospital certificate imprinted with the hospital's name;
- an attending physician's certificate;
- a U.S. Census record supported by Notarized Affidavit of Parent
- a Bible record in existence for five years prior to submission;
- a driver's license;
- a passport when month, day and year of birth are listed; and
- authorized school records.

Persons who were born in a foreign country may use these documents plus the following additional sources:

PART A – Certificate of Age Form ED-301

- a vaccination certificate that is often used by other countries in lieu of a birth certificate;
- an immigration identification card that includes month, day and year of birth;
- a United States immigration record that includes month, day and year of birth; and
- citizenship papers either of parent or minor.

Immigrant minors, applying for a **Certificate of Age Form ED-301** must *first* register with and ask permission of the United States Office of Citizenship and Immigration Services, U.S. Department of Justice. Before a **Certificate of Age Form ED-301** can be issued, the immigrant minor *must* provide to the issuing officer or agent written evidence that the United States Office of Citizenship and Immigration Services (USCIS) has been notified and has granted the student permission.

4. Notarized Affidavit of Parent

Occasionally, a minor will have a written **Promise of Employment**, but is unable to produce the required evidence of age document. In this case, the parent must swear to the minor's correct date of birth (i.e., day, month and year) in a notarized affidavit. The parent's sworn affidavit may be used as authentic documentation/evidence of age.

5. Written Promise of Employment

An extremely important part of issuing a **Certificate of Age Form ED-301** is the evaluation of the written **Promise of Employment**. The issuing agents or officers may use their discretion in evaluating the **Promise of Employment**. However, good judgment must be used in determining the acceptability of the job. The issuing agent or officer must carefully assess the written **Promise of Employment**.

The written **Promise of Employment** must state specifically what the job is that the individual will be doing. No vague job descriptions such as helper, general worker, laborer, maintenance, cleanup, janitor, custodian, sweeper, messenger, errand person, porter, gas station attendant or other title should be accepted. If any changes or alterations appear on the written **Promise of Employment**, they should be authenticated and verified by the employer's signature adjacent to the change(s).

A **Promise of Employment** should be written on the employer's letterhead. If the employer does not have letterhead, the following are considered acceptable facsimiles:

- name, address and telephone number of the firm typewritten or stamped at the top of the written **Promise of Employment**;
- name, address and telephone number of the firm typewritten below the signature of the employer signing the written **Promise of Employment**; or
- name, address and telephone number of the firm legibly handwritten below the signature of the employer signing the written **Promise of Employment**.

Appendix C has a sample copy of the written **Promise of Employment**.

PART A – Certificate of Age Form ED-301

6. Limitations of the Certificate of Age Form ED-301

The following are some of the limitations that should be considered regarding employment and the issuance of the **Certificate of Age Form ED-301**:

- a) **Employment in more than one establishment**: If a minor works two jobs, the minor must have an original set of **Certificate of Age Form ED-301** for each employer.
- b) **Out-of-state employment for Connecticut minors**: Connecticut's **Certificate of Age Form ED-301** is not valid for out-of-state work because the laws and regulations for issuing certificates in other states may not be the same as those in Connecticut. If Connecticut minors are looking to find work out of state, they should be advised to apply for their employment certificates using the process that is governed by the laws and/or regulations of that state. The reverse is also true, in that employment certificates from other states are not valid for work in Connecticut.
- c) **Out-of-state minors obtaining employment in Connecticut**: If an out-of-state minor obtains work in Connecticut and a certificate is required, the minor may apply to the town where his or her prospective place of employment is located. If the minor is temporarily residing in Connecticut, the town in which he or she resides also may issue the certificate. Regardless of where the out-of-state minor obtains a certificate, the out-of-state minor must meet the criteria outlined on Page 2 of this manual.
- d) **Transfers/reissues**: Each employer of a minor must have a **Certificate of Age Form ED-301** for each minor made out in the person's name. A minor's **Certificate of Age Form ED-301** is *nontransferable*. Any minor who has lost his or her original **Certificate of Age Form ED-301** must apply for a reissued **Statement** in the same manner as for an original application. The applicant must meet the same issuing criteria in order to receive a reissued **Certificate of Age Form ED-301**. Occasionally, an employer may misplace, destroy or lose the Certificate of Age. In order for the employer to avoid potential penalties from the Department of Labor during a Workplace Standards Inspection, the employer should ask the issuing authority for a copy of the original. If the date of the original predates the date of the Workplace Standards Inspection, the penalty is waived.

7. Employment Not Requiring Certificate of Age Form ED-301 (Ages 14 and 15)

There are certain areas of employment for which a **14- or 15-year-old minor** does not have to obtain a **Certificate of Age Form ED-301**. The following is a partial listing of occupations: baby-sitting, newspaper delivery, household chores for private homeowners, library attendants, shoeshining. For a complete listing of and further information regarding employment not requiring a **Certificate of Age Form ED-301**, contact the Wage and Workplace Standards Division of the Connecticut Department of Labor, 200 Folly Brook Boulevard, Wethersfield, CT 06109 or phone 860-263-6791.

PART A – Certificate of Age Form ED-301

8. Apprenticeship Programs

Employment of minors in occupationally licensed trades [electrical, plumbing, heating, piping, air conditioning and fire protection (sprinkler fitting)] requires registration as a pre-apprentice prior to the issuance of the **Certificate of Age Form ED-301**. Apprentices must be at least 16 years of age.

An apprenticeship is usually defined as a prescribed period of time during which an individual (apprentice) learns a trade through on-the-job training and classroom instruction. In Connecticut, apprenticeship programs are usually from two to four years in duration. State law permits a minor, at least 16 years of age who is enrolled in an apprenticeship or pre-apprenticeship program, to work on jobs considered hazardous when he/she is enrolled in a bona fide apprenticeship program, (or other approved Connecticut State Department of Education work experience programs) and is registered as an apprentice with the Apprenticeship Training Unit of the Connecticut Department of Labor.

Please note that no “working papers” shall be issued for apprentice trades UNLESS the minor presents the following documents:

- a fully completed apprenticeship approval card signed by the Apprenticeship Training Unit of the Connecticut Department of Labor;
- authentic evidence of age; and
- a written promise of employment.

When such a placement is made, particularly if it is initiated by school officials, employers should be advised of the requirement for a Certificate of Age so that they will not be liable for a potential penalty of \$600 if monitored by the Department of Labor during a Workplace Standards Inspection.

A partial listing of approved apprenticeship programs is included as Appendix D. For a complete listing and further information regarding approved apprenticeship programs, contact the Apprenticeship Training Unit of the Connecticut Department of Labor, 200 Folly Brook Boulevard, Wethersfield, CT 06109, 860-263-6085.

9. Career Pathways/Cooperative Work Programs

The State Department of Education offers programs in which students participate in structured/mentored, work-based learning opportunities aligned with Career Pathways. Work-based learning placements are typically paid internships for which students earn credit. Some exceptions to hazardous work restrictions exist for students who are approved by the Departments of Education and Labor through the LED 75-1. For more information, contact Judith Andrews at 860-713-6766 or at judith.andrews@ct.gov.

PART A – Certificate of Age Form ED-301

General Operational Procedures

It is necessary to have consistent procedures for the issuing of employment certificates to minors. The following procedures are designed to assist the designated issuing officer in this process.

1. Local Program Operations

It is important that the general public be informed regarding the location and hours of operation where they may receive the certificate, commonly referred to as “**working papers.**” In addition, the local or regional school district should make proper provisions for issuing certificates during school vacation periods. To inform the general public about “**working papers,**” various means of communication should be used. Some examples include:

- announcements on local radio or television;
- news items in local newspapers;
- school assemblies, school newspapers or bulletins;
- student handbooks; and
- school district Web sites.

Please note that the Bureau of Health/Nutrition, Family Services and Adult Education should be notified in writing whenever there are any changes in the name of the issuing officer, the address of the issuing office, etc. (Refer to Appendix E).

2. Obtaining the Electronic Working Papers Form

Requests for the electronic **Certificate of Age Form ED-301** may be made in writing to Working Papers, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown CT 06457, by fax to 860-807-2062 or by email to maureen.wagner@ct.gov. The requestor **must** be an authorized official or designated agent of record. **No telephone requests will be accepted.**

3. Preparation of the Certificate of Age Form ED-301

Each **Certificate of Age Form ED-301** should be typed or completed in block print to ensure that all information is legible. No **Certificate** should be issued if erasures have been made. The name of the applicant and the date of birth should be legible and not altered in any form. All forms must be properly signed by the issuing officer.

PART A – Certificate of Age Form ED-301

4. Designation of Agent Form

If superintendents of schools designate individuals to act as their agents in issuing “working papers,” they must then submit to the Bureau of Health/Nutrition, Family Services and Adult Education a **Designation of Agent Form** stating the person’s name, position and location. If there are changes, the Bureau ***must be notified in writing***. Please see Appendix E for a copy of the form.

5. Maintenance of Records

Each issuing officer must maintain a file for each minor who has applied for or has received a **Certificate of Age Form ED-301**. The file should contain at least one copy of the signed “working papers” and supporting documents. Each issuing officer should maintain records alphabetically by last name. Records may be destroyed three years after the minor has reached 18 years of age. ***However***, if any record is being contested, the record must be maintained until the contested record has been resolved.

6. Programs of Job Training and Work Experience

At times, minors who are students under the age of 18 and who are enrolled in school programs may participate in job training and work experience programs (e.g., approved Career Pathways Programs, apprenticeship programs). Before supplying an employment certificate, the issuing officer or agent should verify that the minor submits any documents required by the job training or work experience program (e.g., Apprenticeship Approval Card, LED 75-1) for work site assignments in potentially hazardous occupations. These documents must be submitted in addition to any documentation required for the issuance of the **Certificate of Age Form ED-301**.

Career Pathways Programs must have all proper documentation (e.g., Apprenticeship Approval Card, LED 75-1, Certificate of Age Form ED-301) on file **prior** to the individual starting employment.

PART B – Other Connecticut Employment Certificates



Connecticut has several other types of working certificates or permits for minors, not all of which are issued through the Connecticut State Department of Education (CSDE). The Connecticut Department of Labor issues several certificates or permits.

1. Agricultural Work Permit

No minor under 16 years of age can be employed in agriculture when school is not in session unless he or she presents to the employer a birth certificate, an agricultural work permit or other legal proof of age. Each employer must retain in his or her possession, and make available to the Commissioner of Labor or his agent, such legal proof of age, until the minor leaves his or her employment. When the minor leaves his or her employment, the employer must return to each minor such proof of age.

2. Apprenticeship Approval Card

A minor at least 16 years of age must be enrolled in an official apprenticeship program and be registered as an apprentice in order to receive an **Apprenticeship Approval Card**. This card is issued **only** through the Connecticut Department of Labor and must be approved by the Apprenticeship Training Unit.

3. Vocational Probation/Parole Employment Permit

Certain minors 14 or 15 years of age placed under the jurisdiction of the Juvenile Court or the Connecticut Department of Children and Families may be employed in **nonhazardous** jobs normally restricted to 16- or 17-year olds. **Vocational Permits** are **only** issued through the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education.

The Bureau of Health/Nutrition, Family Services and Adult Education will issue a **Vocational Permit only** upon receiving the following documents: (1) the written approval of the Juvenile Court and (2) a written promise of employment with a specific job description signed by the employer on the company's letterhead. Included in Appendix F are copies of the **Vocational Permit**, a sample of the Juvenile Court's written approval, and a sample of an appropriate **Employer's Promise of Employment**.

4. LED 75-1: Workplace Learning Experiences for Minor Students in Hazardous Occupations

Minors who are 16 to 17 years of age cannot work on hazardous tasks at an on-the-job training work site **UNLESS** they are student minors enrolled in a Career Pathways/Cooperative Work Education Program or approved pre-apprenticeship/apprenticeship program that has been approved by the CSDE and a training work site that has been approved by the Connecticut Department of Labor.

PART B – Other Connecticut Employment Certificates

The local education agency must have completed and submitted to the Department of Labor a **LED 75-1, Employment of Minors** for each student minor participating in the work-based component of the Career Pathways/Cooperative Work Education Program. Once approved by the CSDE, the LED 75-1 will be forwarded to the Department of Labor for approval. Please also note that the local education agency must have completed a **Certificate of Age Form ED-301** (“working papers”) for each participating student. Under no circumstances should the individual begin hazardous employment tasks until the LED 75-1 has been approved by the Department of Labor.

Each local education agency and employer must keep on file, and make available to the Commissioner of Labor and Commissioner of Education, or their agents, a copy of the current approved training agreement between the local education agency and the employer. These files must include a duly executed copy of each participating student minor’s **Certification Form LED 75-1 (if the work site assignment is potentially hazardous)** approved by the Connecticut Departments of Education and Labor, and a duly executed copy of each participating student minor’s **Certificate of Age Form ED-301** (“working papers”). A copy of **Certification Form LED 75-1** is included in Appendix G.

PART C – Restrictions on the Employment of Minors



The following sections provide guidelines regarding certain restrictions that affect the employment of minors. These guidelines are not intended to be all-inclusive, and cannot be all-inclusive, as many new laws and regulations are passed annually. We strongly recommend that you contact the Wage and Workplace Standards Division of the Connecticut Department of Labor, 200 Folly Brook Boulevard, Wethersfield CT 06109, 860-263-6791, whenever you have questions concerning legal restrictions in the employment of minors.

1. Hazardous Employment

As a general guideline, no minor under 18 years of age may be employed in any job that the Connecticut Department of Labor declares as hazardous. There are a few exceptions for minors who are students enrolled in approved programs, or minors enrolled in bona fide apprenticeship programs. Please refer to Section 31-23-1 of the Regulations of Connecticut State Agencies. For further information, please contact the Wage and Workplace Standards Division of the Connecticut Department of Labor, 200 Folly Brook Boulevard, Wethersfield CT 06109, 860-263-6791.

2. Wages

As a general guideline, minors under 18 years of age must be paid for all work that is typically paid work. In addition, they must be paid at minimum wage (i.e., the Connecticut or federal minimum wage, whichever is higher) and must be paid 1.5 times the regular rate for each hour worked beyond the 40-hour work week, just as any other employee. For further information and answers to specific questions, please contact the Wage and Workplace Standards Division of the Connecticut Department of Labor, 200 Folly Brook Boulevard, Wethersfield CT 06109, 860-263-6791. The Web site address is <http://www.ctdol.state.ct.us/wgwkstnd/wgemenu.htm>.

3. Hours of Employment

As a rule, 6 a.m. to 10 p.m. are the allowed hours of employment, and eight hours per day, six days/48 hours per week are the maximums. Also, as a rule, **no minor who is enrolled in school and under 18 years of age may be employed during school hours.** As previously stated, the only exceptions are approved state-approved apprenticeships; approved Cooperative Work Education Programs; Career Pathways Programs; and Vocational Probation/Parole Employment Programs. For further information and answers to specific questions, please contact the Wage and Workplace Standards Division of the Connecticut Department of Labor, 200 Folly Brook Boulevard, Wethersfield CT 06109, 860-263-6791.

PART C – Restrictions on the Employment of Minors

The following are general guidelines according to the minor's age and type of employment.

A. Time and Hours of Employment for 16- and 17-Year-Old Minors

- **Restaurants, Cafes or Dining Rooms, Recreational, Amusement, Theaters**

School Week

6 a.m. to 11 p.m. (midnight if no school the next day)

6 hours per day on school days

8 hours per day on Fridays, Saturdays and Sundays

6 days per week/32 hours per week

Non-School Week

8 hours per day

6 days per week/48 hours per week

- **Retail/Mercantile/Manufacturing/Mechanical**

School Week

6 a.m. to 10 p.m. (11 p.m. if no school the next day)

6 hours per day on school days

8 hours per day on Fridays, Saturdays and Sundays

6 days per week/32 hours per week

Non-School Week

8 hours per day

6 days per week/48 hours per week

- **Hairdressing/Bowling Alley/Pool Hall/Photography**

School Week

6 a.m. to 10 p.m.

6 hours per day on school days

8 hours per day on Fridays, Saturdays and Sundays

6 days per week/32 hours per week

Non-School Week

8 hours per day

6 days per week/48 hours per week

Note: Minors who are 16 or 17 years of age and have not graduated from high school but are officially withdrawn from school may work nine hours per day/48 hours per week.

PART C – Restrictions on the Employment of Minors

B. Time and Hours of Employment for 14- and 15-Year-Old Minors

Note: 14-year-old minors may be employed or permitted to work as a caddie or in a pro shop at any municipal or private golf course and 15-year-old minors may *only* be employed in a **mercantile establishment** as baggers, cashiers or stock clerks. The times and hours of this employment **generally are limited to** periods of school vacation, during which school is **NOT** in session for five consecutive days or more, and with the following conditions:

- not more than 40 hours in any week;
- not more than eight hours in any day; and
- the hours of 7 a.m. to 7 p.m., except from July 1 to the first Monday in September, when the 15-year-old minor may work until 9 p.m.

However, during the school year, 15-year-old minors employed in a retail food store may only work on Saturdays for no more than eight hours.

Please note that when issuing “working papers” to 14- or 15-year-old minors, the restrictions, Saturday or school vacation only, must be written on the form.

4. Employment Involving a Motor Vehicle

There are several restrictions concerning the employment of a minor that involves his or her driving a motor vehicle (e.g., driving limited to vehicles up to 3/4-ton truck, with proper bodily injury liability and property damage insurance; no forklift trucks; no construction equipment). Minors who are 16 years of age may not drive as part of their employment. Minors who are 17 years of age may drive up to 25 percent of their work time.

Because statutes governing restrictions are subject to annual legislative changes, please contact the Wage and Workplace Standards Division of the Connecticut Department of Labor, 200 Folly Brook Boulevard, Wethersfield CT 06109, 860-263-6791.

5. Exemption from Connecticut Child Labor Laws

Connecticut laws allow minors under 18 years of age *who have graduated from high school* to work at the same daily and weekly hours and times of day as adults. Minors who are high school graduates are exempt from the Connecticut prohibitions, *but not* from the federal employment prohibitions.

APPENDIX A

Sample Certificate of Age Form ED-301

Not to be Used as ED-301



Form ED-301
Revised 2/10

Date: _____

Certificate of Age/Working Papers

(Connecticut General Statutes Sections 10-193, 10-194 and 31-23)

Connecticut General Statutes requires Superintendents of Schools and/or their Designated Agent for Working Papers to issue Certificate of Age/Working Papers (Form ED-301) to minors who have received a promise of employment from a prospective employer. The purpose of the ED-301 is to ensure that individuals under the age of 18 have proper documentation of their age and are employed in occupations that are permitted under the law.

*As the Superintendent of Schools or the Designated Agent for Working Papers, please complete this form. Once completed, **print three copies**, sign and issue to the Applicant and the Employer. Keep a signed original for your files.*

<u>APPLICANT INFORMATION</u>	
Name:	
Address:	
Age:	Date of Birth:
Verified by: (Select One)	
Attending School? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, name and location of School:	
<u>PARENT/GUARDIAN INFORMATION</u>	
Parent/Guardian Name:	Relationship to Minor:
Address:	
<u>EMPLOYER/COMPANY INFORMATION</u>	
Employer/Company Name:	
Address:	
Type of work to be performed:	
<u>AGENT INFORMATION</u>	
Agent Name:	Phone Number:
Signature:	

Reminder: Issue signed originals of this Certificate of Age/Working Papers as follows:

1) Applicant 2) Employer

APPENDIX B

Request for Electronic Form

Certificate of Age Form ED-301 – Working Papers

Name of Designated Issuing Agent: _____

Name of Local School District: _____

Address: _____

Date of Request: _____

Mail or fax the request to:

Maureen R. Wagner
Division of Family and Student Support Services
Bureau of Health/Nutrition, Family Services and Adult Education
25 Industrial Park Road Middletown, CT 06457
maureen.wagner@ct.gov
PHONE: 860-807-2102
FAX: 860-807-2062

This form may be duplicated.

Revised 6/2010

APPENDIX C

Promise of Employment (Sample)

LETTERHEAD WITH THE NAME AND ADDRESS
OF THE EMPLOYING FIRM OR AGENCY

PROMISE OF EMPLOYMENT

Upon receipt of a Certificate of Age Form ED-301 from the Connecticut State Board of Education, I promise to employ _____ for the following job:

List specific job duties:

This employment will have the starting rate of \$ _____ per hour for a work week of _____ hours.

Minors who are 14 years old may only work on Saturdays as caddies or in a pro shop at a municipal or private golf course, and minors who are 15 years old may only work on Saturdays in retail food stores and on non-school weeks in any mercantile establishments (Sec. 31-23 (b) (1)).

Name: _____

Signature: _____
(Authorized Firm/Company Official)

Date: _____

Name of Firm/Agency: _____

APPENDIX D

Partial Listing of Approved Apprenticeship Programs State of Connecticut

Auto body repairer	Land surveyor
Auto mechanic	Locksmith
Bricklayer	Machine setter
Cabinetmaker	Machinist
Carpenter	Meat cutter
Cement mason	Medical technician
Construction equipment mechanic	Metal fabricator
Cook	Millwright
Dental technician	Mold maker
Die maker	Motorcycle repairer
Diesel mechanic	Offset press operator
Die sinker	Oil burner servicer
Drafter	Optician
Electrical instrument repairer	Painter
Electrician	Plumber
Electronic mechanic	Precision lens grinder
Farm equipment mechanic	Refrigeration mechanic
Four slide machine setter	Screw machine setup
Front end mechanic	Sheet metal worker
Gear cutting machine setup operator	Small engine mechanic
Glazier	Springmaker
Gunsmith	Tool grinder
Grinder setup operator	Tool and die maker
Heat treater	Turret lathe setup
Injection-molding machine operator	Web press operator

NOTE: Please contact: Connecticut Department of Labor
Office of Apprenticeship Training
200 Folly Brook Blvd.
Wethersfield, CT 06109
Phone: 860-263-6085
Fax: 860-263-6323

APPENDIX E

Working Papers – Designation of Agent Form

I, _____, as Superintendent of Schools for _____,
(Name of Superintendent) (Name of School District)

authorize the following person(s) at _____ to act as my agent for issuing
(Name of School)

the Certificate of Age (“Working Papers”), pursuant to Section 10-193 of the C.G.S., to minor students

under the age of 18:

Name(s) of Agent(s)	E-mail Address	Position(s) of Agent(s)

I further agree that my agent(s) and I shall meet the statutory and regulatory requirements governing the Certificate of Age (“Working Papers”). If any changes should occur which would substantially affect this authorization, I shall immediately inform **in writing** the Bureau of Health/Nutrition, Family Services and Adult Education of the Connecticut State Department of Education of such changes.

Signature of Superintendent

Date

Note: Please complete one form for each school where the authorized issuing agent works. Please forward original copy for each school to the Bureau of Health/Nutrition, Family Services and Adult Education and maintain at least one copy of each school’s form for your records on file. Revised 6/10

APPENDIX F

Vocational Permit

Student's Name:	Date Of Birth:
Student's Address:	
Employer Firm/Agency:	
Address:	
Job Duties:	
Under the provisions of Section 46b - 140(g) of the Connecticut General Statutes, the minor named above is permitted to work at the place and duties specified, subject to laws and regulations governing the employment of minors 16 to 18 years of age.	
SIGNED:	DATE:
Working Papers Consultant, Bureau of Health/Nutrition, Family Services and Adult Education	

To The Employer:

Thank you for cooperating in this vocational project.

For your protection, as well as for that of the minor, please be advised that **no minor may be employed in a hazardous occupation unless registered as an apprentice or enrolled in a Career Pathways program approved by the State Department of Education.** Questions concerning the legality of specific jobs to be performed should be addressed to the Connecticut State Labor Department, Wage and Workplace Standards Division, 200 Folly Brook Boulevard, Wethersfield, CT 06109-1114 or phone 860-263-6791.

This permit is valid until the minor's 16th birthday. Following this date, working papers must be obtained through the Board of Education in the minor's town of residence.

cc: Connecticut State Labor Department
Probation Officer

Revised 7/08

APPENDIX F

LETTERHEAD WITH THE NAME AND ADDRESS OF THE SUPERIOR COURT - JUVENILE MATTERS

Date _____

Bureau of Health/Nutrition, Family Services and Adult Education
Connecticut State Department of Education
25 Industrial Park Road
Middletown, CT 06457
Attn: Working Papers Consultant

Re: _____ Date of Birth _____
(Name of Probationer)

On _____, Judge _____
(Date of Court's Action)

placed the above-named child on Vocational Supervision. I request that you issue the necessary Working Certificate, so that the work-learning program can be initiated.

Enclosed are the duly completed Vocational Permit and Promise of Employment showing the employer, his or her address and the duties to be performed.

The probationer's mailing address is:

Thank you for your cooperation in this matter.

Sincerely,

(Signature of Probation Officer)

Enclosures

cc: Connecticut State Labor Department

Revised 7/08

APPENDIX F

LETTERHEAD WITH THE NAME AND ADDRESS
OF THE EMPLOYING FIRM OR AGENCY

PROMISE OF EMPLOYMENT FOR VOCATIONAL PERMIT ONLY

Upon receipt of a Certificate of Age (ED-301) from the Connecticut State Board of Education,

I promise to employ _____ for the following job duties:
(Name of Person)

at a starting rate of \$ _____ per hour for a workweek of _____ hours.

Signed: _____
(Authorized Firm/Company Official)

Date: _____

Name of Firm/Agency: _____

Address: _____

RETURN TO:

Probation Officer
Superior Court - Juvenile Matters

Revised 7/08

APPENDIX G

Connecticut Department of Labor

LED 75-1 (Rev. 08/07)

Connecticut Department of Education

Approval Form: Workplace Learning Experiences for Minor Students in Hazardous Occupations

This LED 75-1 (Rev. 08/07) form has been developed in accordance with the provisions of Section 31-23 of the Connecticut Statutes allowing minor students (***16 and 17 years of age***) to be placed in paid, credit-bearing workplace learning opportunities within potentially hazardous occupations. Only such structured workplace learning opportunities that are designed by the school and workplace partners to integrate the worksite experience with classroom curriculum *and* are monitored by local Career Pathways staff members [including staff of Cooperative Work Education, School-to-Career, Agriculture Education, or other Career and Technical Education programs] whose programs have been reviewed by the State Department of Education (SDE) and approved by the Department of Labor (DOL) are eligible to use this LED 75-1 (Rev. 08/07). Note: For students enrolled in SDE Agriculture/Aquaculture Programs, refer to the list of state-approved placements for required Supervised Agriculture Experiences (SAE) and related use of the LED 75-1. ***Please print in ink.***

Student Name: _____ DOB: _____
Address: _____ City: _____ Zip: _____
School Name: _____ School Location: _____
Worksite/Employer: _____
Employer's Name Complete Address Phone
Workplace Mentor: _____
Mentor's Name Position Phone
Work-based Assignment: _____ *Dates: _____ Starting Wage: \$ _____/hr.
From To
Career Pathway: _____ Pre-apprentice card: Yes No N/A Equipment used: Yes No
(If "Yes" describe in work plan)
Career Pathways Coordinator: _____
Coordinator's Name Position Phone SDE grant approval #/year

Original Signatures. All signatories agree to comply with the requirements of structured work-based learning activities listed on the accompanying instructions page. Please ***sign legibly*** on the appropriate line below in ink:

School: _____ Phone: _____ Date: _____
Administrator's Name/Title/Signature
Student: _____ Date: _____
Name/Signature
Parent/Guardian: _____ Phone: _____ Date: _____
Name(s)/Signature(s)
Career Pathways Coordinator: _____ Phone: _____ Date: _____
Name/Signature
(*If summer placement, educator-monitor: _____ Phone: _____)
Educator-Monitor's Name/Signature
Employer-provided Workplace Mentor: _____ Phone: _____ Date: _____
Workplace Mentor's Signature
Department of Education review: _____ Date: _____
Work-based Learning Consultant's Name/Signature
Department of Labor approval: _____ Date: _____
Wage and Workplace Standards Division Officer's Name/Signature

Use of the LED 75-1 (Rev. 08/07) form is authorized only for those students enrolled in Career and Technical Education Programs Career Pathways Initiatives currently approved by the Connecticut State Department of Education (CSDE). Attach a copy of the student's individual structured work-based learning plan to this LED 75-1 (Rev. 08/07) form before submitting it to the work-based consultant at the CSDE. To view a suggested format for a structured work-based learning plan, visit the SDE website <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320716>. Illegible/incomplete forms will not be processed and will be returned unapproved; they may be resubmitted when complete and legible. PLEASE TAKE NOTE: This form does not waive any legal/liability issues at the workplace.

Instructions for completing the LED 75-1 (Rev. 08/07) Approval Form for Minor Students:

APPENDIX G

- School-identified Career Pathways coordinators or staff members (including CWE, School-to-Career or other Career Pathways staff members - **not employers**) shall complete this form for every **minor** student (16 or 17 years of age) enrolled in a CTE Career Pathway program, pre-approved by the Connecticut State Department of Education, who will participate in a structured, **paid, credit-bearing**, work-based learning opportunity at a work-site that is potentially hazardous. *[Ag-Ed, see attached list of Ag-specific or Ag-related approved work sites for students placed in “Supervised Agricultural Experiences” (SAE).]*
- Complete all sections legibly, including signatures. **Illegible and/or incomplete forms will be returned unapproved.** (Note: If students complete parts of the form, educators might use this opportunity as a lesson in a basic employability skill and **screen them for legibility before submitting them to the SDE.**)
- **The work experience is not approved until final approval by SDE/DOL is given; student start dates may not occur prior to SDE/DOL approval of this form.** Typically, the approval process takes a week to 10 days from the time it is mailed to SDE, reviewed for eligibility, forwarded to and approved by DOL, and mailed back to the school. During the holidays and summer, allow two to three weeks.
- Starting wage must be **at least Connecticut minimum wage.**
- Enter the Career Pathways career cluster and **current SDE grant approval code.**
- All work-based learning experiences must be structured to integrate the learning at the job site with the classroom curriculum. A sample **structured work-based learning plan** template may be found in the **Work-based Learning Toolkit** on the SDE Web site: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320716>.
- Attach a copy of the student’s individual structured work-based learning plan to this form. Forms received without an attached, current work plan will not be processed or approved.
- The name and contact information for the educator responsible for monitoring the work site must be included on the LED 75-1 and a student work plan attached in order for the experience to be approved by the SDE and DOL. Work sites must be monitored by the educator-monitor a minimum of three times per school year and one time in the summer. **The approval criteria and process for summer Career Pathways work site learning opportunities are the same as for those that occur during the school year.**
- A **workplace mentor**, assigned by the employer, is required. The adult mentor-coach increases the value of the work-based experience and the safety of the student in these potentially hazardous situations (see above-referenced Work-based Learning Toolkit for a copy of the **Workplace Mentor Guide**).
- It is strongly recommended that all students, especially those participating in CTE, Career Pathways or CWE, receive instruction in the CT Young Worker Safety Curriculum, **Work Safe!** This training is available to school faculty members in a train-the-trainer mode. For training information contact Judith Andrews, SDE consultant for Work-based Learning/Career Development at: 860-713-6766 or by e-mail: judith.andrews@ct.gov.
- Forward all completed and legible forms for SDE-review to Judith Andrews, consultant for Work-based Learning/Career Development, at the State Department of Education, 165 Capitol Ave., Room 363, Hartford, CT 06106. After initial SDE review to determine eligibility, forms will be forwarded to DOL for final approval and subsequently returned to the school’s Career Pathways coordinator.

Note: This form is not to be used for unpaid work-based learning activities such as community service/service learning, nor is it a waiver for any liability responsibility. By approving a LED 75-1 (Rev. 08/07) form, the Connecticut Department of Labor acknowledges that the student is participating in a paid, credit-bearing, structured workplace learning situation under the auspices of a Career Pathways work-based learning program that is currently approved by the Connecticut State Department of Education.

APPENDIX H

Listing of Selected Connecticut General Statutes and Regulations Governing the Employment of Minors*

**This listing provides excerpts from the Connecticut General Statutes and the Regulations of Connecticut State Agencies. This document does not contain the official version of the statutes as published by the Connecticut General Assembly's Joint Committee on Legislative Management or the official version of the regulations as published by the State of Connecticut, Judicial Branch, Commission on Official Regulations. Sections listed below are linked to the January 1, 2009, Revisions of the Connecticut General Statutes. You can search for current revisions of these sections at http://search.cga.state.ct.us/dtsearch_pub_statutes.html by typing in the section number where specified.*

Title 10 – Selected Education Statutes Regarding the Employment of Minors

[Sec. 10-184. Duties of parents. School attendance age requirements](#)
[Sec. 10-193. Certificate of age for minors in certain occupations](#)
[Sec. 10-194. Penalty](#)
[Sec. 10-195. Evidence of age](#)
[Sec. 10-197. Penalty for employment of child under fourteen](#)
[Sec. 10-198. False statement as to age](#)

Title 22 – Selected Agriculture Statutes Regarding the Employment of Minors

[Sec. 22-13. Employment of minors in agriculture](#)
[Sec. 22-14. Birth certificate or agricultural work permit required](#)
[Sec. 22-15. Administration. Regulations. Inspection](#)
[Sec. 22-16. Employer of more than fifteen affected](#)
[Sec. 22-17. Penalty](#)

Title 30 – Selected Liquor Statutes Regarding the Employment of Minors

[Sec. 30-81. Unsuitable persons prohibited from having financial interest in permit businesses. Employment of minors restricted](#)
[Sec. 30-90a. Employment of minors. Permits held by, and financial interests of, persons over eighteen on July 1, 1982, not affected](#)

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Title 31 – Selected Labor Statutes Regarding the Employment of Minors

[Sec. 31-12. Hours of labor of minor, elderly and handicapped persons in manufacturing or mechanical establishments](#)

[Sec. 31-13. Hours of labor of minors, elderly and handicapped persons in mercantile establishments](#)

[Sec. 31-13a. Employer to furnish record of hours worked, wages earned and deductions](#)

[Sec. 31-13b. Visible clock required as part of time card system](#)

[Sec. 31-14. Night work of minors regulated](#)

[Sec. 31-15. Penalty](#)

[Sec. 31-15a. Criminal penalty](#)

[Sec. 31-16. Night work in messenger service as amended by PA 08-187 Section 1](#)

[Sec. 31-18. Hours of labor of minors, elderly and handicapped persons in certain other establishments](#)

[Sec. 31-22m. \(Formerly Sec. 31-51a\). Apprenticeship. Definitions](#)

[Sec. 31-22n. \(Formerly Sec. 31-51b\). Apprenticeship council](#)

[Sec. 31-22o. \(Formerly Sec. 31-51c\). Powers and duties of council](#)

[Sec. 31-22p. \(Formerly Sec. 31-51d\). Labor Commissioner's powers and duties](#)

[Sec. 31-22q. \(Formerly Sec. 31-51e\). Program of apprentice training](#)

[Sec. 31-23. Employment of minors prohibited in certain occupations. Exceptions as amended by Public Act 08-108](#)

[Sec. 31-24. Hazardous employment of children forbidden](#)

[Sec. 31-25. Operation of elevators by minors](#)

[Sec. 31-58. Definitions as amended by Public Act 08-92](#)

[Sec. 31-58a. Minimum wage for minors in government or agricultural employment](#)

[Sec. 46b-140. \(Formerly Sec. 51-321\). Disposition upon conviction of child as delinquent](#)

APPENDIX I

Sec. 31-23-1 Regulations of State Agencies. Employment of Minors* (not available as a Hyperlink)

*This document contains an excerpt from the Regulations of Connecticut State Agencies that specifically related to the Department of Labor. This document is not the official version of the regulations. The official regulations are published by the State of Connecticut, Judicial Branch, Commission on Official Legal Publications in the *Connecticut Law Journal*. In the event there is inconsistency between this document and the regulations as published in the *Connecticut Law Journal*, the *Connecticut Law Journal* publication shall serve as the official version.

The employment of minors under 18 years of age in the following industries, which are declared hazardous by the Connecticut State Labor Department, is prohibited unless an investigation by a representative of the Division of Factory Inspection discloses that either a specific operation of a particular occupation or the conditions under which a particular occupation is performed are not unduly hazardous and the employer has received written approval of such specific operation of employment conditions from the State Labor Department.

*This job not prohibited for minors.

Automotive Maintenance and Repair

- *Island Work
- *Changing Passenger Car Tires (No Truck Tires)(No Working Under Cars Or In Pits)
- *Use of Air Hand Tools
- *Properly Grounded Electrical Hand Tools (No Drill Over 1/4" Diameter)
- *General Cleaning, Including Yard Work (No Riding Reel Mowers)
- *Brush Painting and Window Cleaning using not more than six-foot stepladder
- *Preparing Cars for Spray Painting (No Spray Painting) (No Welding) Only Masking and Sanding
- *Cleaning and Washing of Motor Vehicles (No Flammable Liquids)
- *Driving Limited up to 3/4-Ton Truck
- *Clerical Work
- *Shipping and Stock Clerk
- *Bench Work

Beverage Bottling

Brick Manufacturing (Excluding Hand Turning)

Cement Manufacturing

Chemicals Manufacturing

Clay Products and Tile

Coke and Tar Products Manufacturing

Concrete Products and Cinder Block Manufacturing

Construction

- *Landscaping (Planting Shrubs, Small Trees, etc.)
- *General Yardwork (No Riding Reel Mowers)
- *Driving Limited up to 3/4-Ton Truck (No Fork Lift Trucks) (No Construction Equipment) (Riding in Cabs of Trucks Only)
- *Properly Grounded Electrical and Tools (No Saws) (No Drill Over 1/4 inch Diameter)
- *Brush Painting and Window Cleaning using not more than a six-foot stepladder
- *General Cleaning
- *Changing of Passenger Car Tires (No Truck Tires)
- *Use of Air Hand Tools
- *Cleaning and Washing of Cars and Trucks (No Flammable Liquids)

APPENDIX I

- *Clerical Work
- *Shipping and Stock Clerk
- Dry Cleaning, Machine Operations
- Experimental Testing or Control Laboratories
- Explosives and Fireworks Manufacturing
- Fertilizer Manufacturing
- Food Products -- Processing
- Grain and Feed Processing
- Ice Manufacturing
- Laundering, Machinery Operation
- Leather Products Manufacturing
- Logging and Lumber Manufacturing and Operations in any Saw Mill, Shingle Mill and Cooperage Stock Mill
- Meat Products Manufacturing
- Mining (Underground and Surface)
- Paint and Varnish Manufacturing
- Paper and Paperboard Manufacturing
- Paper Products Manufacturing
- Pharmaceuticals Manufacturing
- Plastic and Plastic Products Manufacturing
- Power-Driven Woodworking Machines
- Printing
- Rayon Manufacturing
- Rubber Products Manufacturing
- Scrap Metal Salvaging
- Sewing Machine Operations using needles over 1/16-inch Diameter
- Smelting, Rolling, Casting and Processing of Metals
- Stone Cutting and Processing
- Storage Battery Manufacturing
- Synthetic Rubber Manufacturing
- Tanning
- Textile Machinery Operation
- Tire Recapping, Vulcanizing and Manufacturing
- Wrecking and Demolition

The provisions of this section shall not apply to work study programs, apprentices in bona fide apprenticeship courses, office workers and those not directly a part of, or in contact with production operations unless the occupations, as such, have been declared hazardous.

Light bench work or assembly, where the operations performed do not require the use of power-driven tools, (except screw drivers, wrenches, etc.) shall be considered nonhazardous provided they do not involve the use of or exposure to corrosives, flammables, toxic materials or electrical current in excess of 110 volts and 15 amperes.

The following occupations, in all industries, are declared hazardous and such employment of minors under 18 years of age is prohibited, unless an investigation by a representative of the Division of Factory Inspection discloses that the conditions under which the occupation is performed are not unduly hazardous and the employer has received written approval of such employment conditions from the State Labor Department.

- Abrasive Wheel Operation
- Bakery Machine Operations

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Baler Operator or Helper
Boiler or Engine Room Occupation
Brazing
Centrifugal Machine Operators (Including Whizzers and Extractors)
Cranes, Derricks, Hoists, Occupations involving the use of
Electrical Circuits, Tools or Equipment, involving the use of (Excluding double insulated tools)
Electrical Equipment, Installation, Maintenance and Repair
Electrical Testing Elevator Operation (Except an Unattended Automatic Passenger Elevator)
Repair or Maintenance of Power-Driven Hoisting Apparatus.
Flame Cutting
Flammable, Toxic or Corrosive Materials, Exposure to
Fork Lift or Tiering Truck Operator
Glazing and Glass Cutting
Hair and Fur Processing
Heat Treater or Helper
Ladder, Occupation Involving Climbing or Working on
Metal Working Machinery, Fixed or Portable, Operation of
Oiler Machinery
Power-Driven Machinery, Use of Portable
Powder Actuated Hand Tools
Presses (Foot, Hand or Power) Operation of Air, Oil, Water, Electric, Belt-Driven or Spring-
Actuated Metal, Forming
Punching and Shearing Machines
Press Brakes (Excluding Hand Brakes under 24 inches)
Pressure Testing
Radioactive Substance and Ionization Radiation, Exposure to
Riveting, Grommeting or Eyeletting Operation
Rolls, Operation of Power-Driven
Sand Blast Operator
Shear, Operator (Hand, Foot, Power)
Soldering (Exception by Investigation)
Spray Painting or Dipping
Stranding Machine Operator
Tumbler Operator
Vehicle Driver or Helper (Excluding $\frac{3}{4}$ -Ton or less)
Welding
Woodworking Machinery, Fixed or Portable, Operation or Helper

The provisions of this section shall not apply to work study programs, apprentices in bona fide apprenticeship courses, office workers and those not directly a part of, or in contact with production operations.

(Effective November 15, 1976)

State of Connecticut

M. Jodi Rell, Governor

State Board of Education

Allan B. Taylor, Chairperson
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Commissioner of Higher Education

Mark K. McQuillan
Commissioner of Education

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