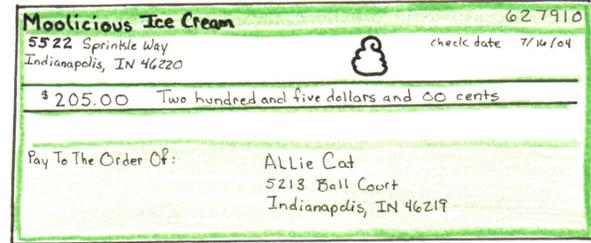


Employment

Many Indiana youth have jobs during the school year and/or the summer. Earning your own spending money is very important. But, of course, your education is your primary concern. This is why you cannot be employed during the hours you are required to be in school. Indiana laws regulate how you can obtain a work permit and what hours you can work. Read this chapter so you will be prepared to enter the workforce. If you already have a job, notice that the hours you can work change according to your age.



1. When can I get a job?

Generally, you can get a job when you are age fourteen. However anyone (even youth under the age of fourteen) can work as a farm laborer, a domestic service worker, a golf caddie, or a newspaper carrier. If you are under age twelve, you cannot work at farm labor unless you are working on your parent's or guardian's farm. Also, regardless of age, you can sing, perform in the circus, theatre, concert or festival, either on the radio or on television, and model so long as the activities are not detrimental to your health or safety, interfere with your schooling, and are *not* located in a cabaret, dance hall, nightclub, tavern, or similar place. If you are under age sixteen, your parent or guardian must go with you to all rehearsals, appearances, and performances.

Before you get a job, you must obtain an employment certificate, which is

commonly referred to as a work permit.

2. Who needs to have a work permit?

You need to obtain a work permit if you are under age eighteen. However, there are some exceptions.

If you are between ages fourteen and eighteen, you do not need a work permit to perform farm labor or domestic service, act as a caddy in a golf game, or be a newspaper carrier outside school hours. You do not need a work permit to work as an actor or performer as long as the requirements described above have been met.

If you are age fourteen or older, you do not need a work permit to work for your parent or guardian. However, while working for your parent or guardian, you must still attend school and cannot work in a hazardous occupation.

Also, you do not need a work permit if you have graduated from high



school or have received your General Educational Development certificate (GED).

3. Where do I get a work permit?

Your school principal will assign a guidance counselor, a school social worker, or an attendance officer to issue work permits. This person will issue work permits even when school is not in session. If your school does not have someone assigned to issue work permits, or if you are home schooled, you can get a work permit from the public school corporation where you live.

4. What do I need to show the issuing officer to get a work permit?

To get a work permit, you need to show proof of age and proof of prospec-

tive employment, or where you want to work. To prove your age, you can show your birth certificate, baptismal certificate with your date of birth and place of baptism, certificate of arrival in the United States issued by United States immigration officers with your age, or a sworn doctor's statement. To prove your prospective employment, you can show a written statement signed by the person you want to work for that describes the type of work you will be doing.

If you have to get a work permit from a school that you don't attend, you will also need to give the officer a written statement from the school you do attend that says you have acceptable academic performance and attendance.

5. Can the issuing officer deny me a work permit?

Yes. You can be denied a work permit if your attendance is not good or if your academic performance does not meet your school corporation's standard. If you are denied a work permit, you can appeal the denial to the school principal. To appeal to your school principal means to ask your principal to reconsider the issuing officer's decision.

Also, if you are given a work permit, the State Board of Education or the Department of Labor can revoke it, or take it away, at any time if the permit was improperly issued or if you are illegally employed. If your work permit has been revoked, you cannot work until you have a new work permit.

6. Can the issuing officer ever take away my work permit?

Yes. The issuing officer can revoke, or

take away your work permit if your grade point average or if your attendance at school significantly decreases. If your work permit is revoked, then the decision to take the permit away will be reviewed at least one time each school year. Your work permit will be reinstated, or returned, when your grade point average or attendance, or both, have substantially improved. If the issuing officer revokes your work permit or refuses to reinstate it, you can appeal the decision to your principal.

7. Will I lose my work permit if I drop out of school?

Yes. You will be denied or lose your work permit if you simply stop going to school without following the formal withdrawal procedure of participating in an exit interview.

8. How many hours a day or week can I work?

Definitions:	
Nonschool Week – a week that has two or less days of school	
School Day – a day that contains more than four hours of classroom instruction	
School Week – a week that has three or more school days	
If you are age 14 or 15	You cannot work: <ul style="list-style-type: none"> • Before 7:00 a.m. or after 7:00 p.m. (Exception: You can work until 9:00 p.m. from June 1 through Labor day.); • More than three hours on a school day; • More than eighteen hours in a school week; • More than eight hours on a nonschool day; or • More than forty hours in a nonschool week.

<p>If you are age 16</p>	<p>You cannot work:</p> <ul style="list-style-type: none"> • More than eight hours in any one day; • More than thirty hours in any one week; • More than six days in any one week; or • Begin a workday before 6:00 a.m. <p>You can work:</p> <ul style="list-style-type: none"> • Until 10:00 p.m. on nights that are followed by a school day (unless the occupation is dangerous to your life or injurious to your health or morals). • Until midnight if the work is performed during a nonschool week or on days not followed by a school day and the employer has written permission from your parent or guardian and keeps the written permission on file in the employer's office. • Up to forty hours during a school week if your employer has written permission from you parent or guardian and keeps the written permission on file in the employer's office. But you cannot work more than nine hours a day and a total of forty-eight hours in any one nonschool week.
<p>If you are age 17</p>	<p>You cannot work:</p> <ul style="list-style-type: none"> • More than eight hours in any one day; • More than thirty hours in any one week; • More than six days in any one week; or • Begin a work day before 6:00 a.m. on a school day <p>You can work:</p> <ul style="list-style-type: none"> • Until 10:00 p.m. on nights that are followed by a school day (unless the occupation is dangerous to your life or injurious to your health or morals) • Up to forty hours during a school week if the employer has written permission from your parent or guardian and keeps the written permission on file in the employer's office. But you cannot work more than nine hours a day and a total of forty-eight hours in any one nonschool week. • Until 11:30 p.m. on nights that are followed by a school day if your parent or guardian has given written permission that is kept in your employer's office. • Until 1:00 a.m. if your employer has written permission from your parent or guardian and keeps the written permission on file in the employer's office. However, you cannot work until 1:00 a.m. two nights in a row or more than two nights per week.

9. When can I work full time?

If you are between age sixteen and eighteen, you can work the same daily and weekly hours as adults if you are a high school graduate, have completed an approved vocational or special education program, or are not enrolled in a regular school term.

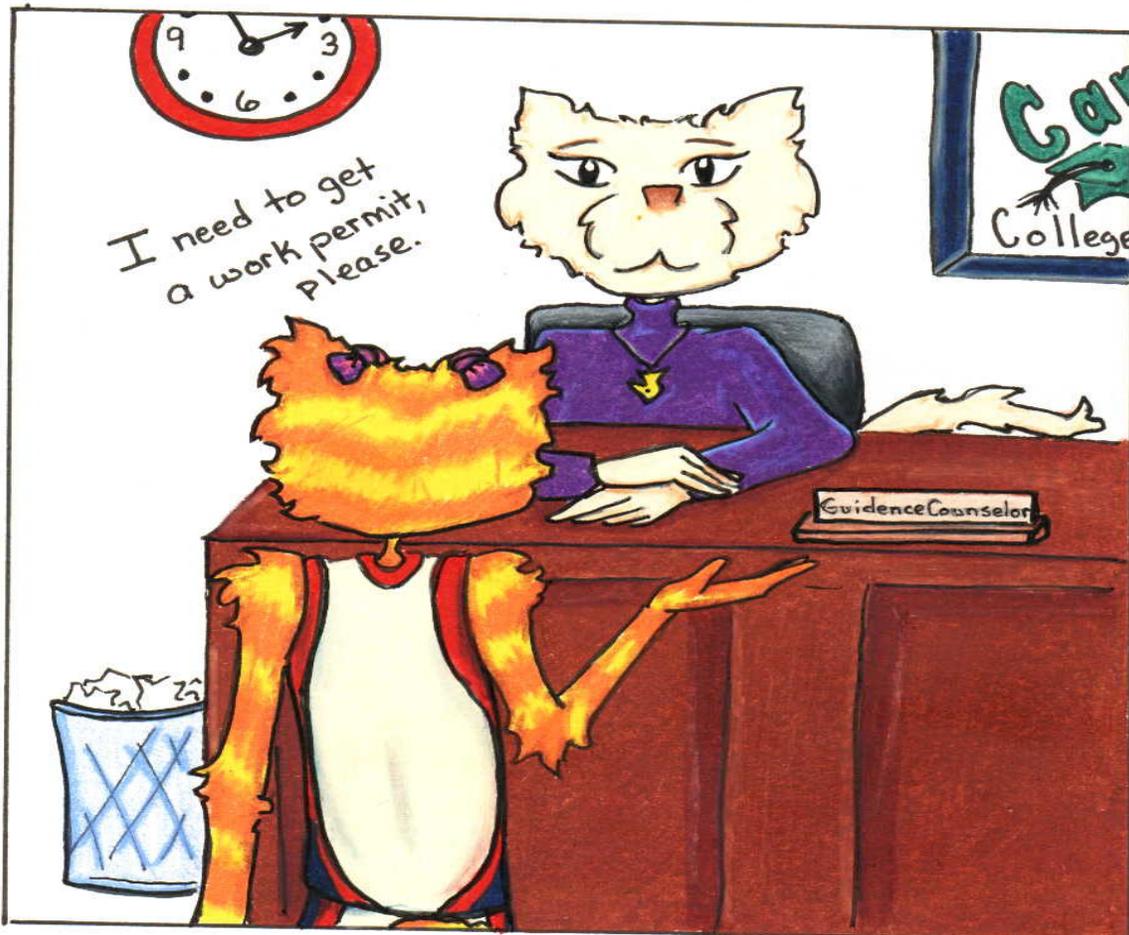
10. Can I have two work permits so that I can have two jobs?

Yes. You may hold more than one work permit at a time, however the combination of the two work sites cannot exceed the maximum number of hours or days worked as allowed by law. Each work permit is issued for a specific em-

ployer. Remember that in order to get a work permit your employer must provide a statement about the work you'll be doing. Your employer must keep a copy of the work permit in a file at the office.

11. What happens if I quit my job?

If you quit your job, your employer must complete a termination notice and send it to the issuing officer at the school that issued the work permit. The issuing officer can then issue you another work permit for a new job.



Chapter 11 Sources

1. When can I get a job?
I.C. 20-33-3-5
2. Who needs to have a work permit?
I.C. 20-33-3-5; I.C. 20-33-3-6; I.C. 20-33-3-11; I.C. 20-33-3-32; I.C. 20-33-3-31
3. Where do I get a work permit?
I.C. 20-33-3-8
4. What do I need to show the issuing officer to get a work permit?
I.C. 20-33-3-10; I.C. 20-33-3-11; I.C. 20-33-3-12
5. Can the issuing officer deny me a work permit?
I.C. 20-33-3-13; I.C. 20-33-3-14
6. Can the issuing officer ever take away my work permit?
www.in.gov/dol/childlabor.htm/
7. Will I lose my work permit if I drop out of school?
I.C. 9-24-2-1
8. How many hours a day or week can I work?
I.C. 20-33-3-21; I.C. 20-33-3-2; I.C. 20-33-3-3; I.C. 20-33-3-4; I.C. 20-33-3-22; I.C. 20-33-3-23; I.C. 20-33-3-24; I.C. 20-33-3-30; I.C. 20-33-3-31; I.C. 20-33-3-32
9. When can I work full time?
I.C. 20-33-3-29
10. Can I have two work permits so that I can have two jobs?
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11. What happens if I quit my job?
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