

This document contains federal and state law information about hiring youth under the Youth Ready Chicago program.

Please be aware of these guidelines and expectations for worksites involved in the Youth Ready Chicago program.

A . Worksite Guidelines

1. The project/worksite will not result in the displacement of currently employed workers.
2. Each worksite, operating under funded activity, will not discriminate with respect to any program participant or any applicant for participating in such program because of race, creed, color, national origin, sex, political affiliation or beliefs. Further, that they will comply with Titles VI and VII of the Civil Rights Act of 1964, as amended, and all other applicable Federal, State and Local Laws and Regulations applicable to non-discriminatory practices. Further, it is understood and agreed that participants in the program will not be employed in the construction, operation, or maintenance of any facility used or planned for use for sectarian activities or as a place for religious worship.
3. The worksite will operate the Youth Ready Chicago summer jobs program at some six to ten week period between June 1, 2009 to September 30, 2009 and comply with the number of approved enrollees with the worksite scheduled hours and with the rules and regulations of the project coordinator and worksite sponsor herein.
4. The worksite supervisor will expose all summer participants to the job specifics checked on pages.
5. The agency/organization is responsible for providing daily supervision for all enrollees at all times during the worksite's scheduled hours.
6. Failure to comply with any Summer Jobs regulations will result in immediate termination of the worksite.
7. The Department of Family and Support Services has permission to use the worksite/staff image and/or voice in any and all forms of electronic or print for purposes that promote DFSS, Youth Ready Chicago and/or the City of Chicago.
8. The worksite is responsible for the payment of all wages to youth allowed to work who were not assigned by Youth Ready Chicago to their location.
The following regulations have been established to provide equity in the distribution of available summer jobs and to provide a clear understanding to worksite sponsors of their responsibilities in developing projects.

The following State laws will also effect worksite operations

B. Illinois Child Labor Laws- General Information

1. Youth must not be employed for the construction, operation or maintenance of any facility used or planned for sectarian activities or as a place for Religious Worship.

2. Worksites will not be approved for participation if their project activities require youth to work outside of the Chicago area.
3. Projects must meet the State of Illinois Child Labor Law requirements.
4. Worksites shall not charge a fee for any services provided by DFSS.
5. Worksites are responsible for distributing written rules and regulations outlining daily requirements and site expectations on the first day to all trainees.
6. Worksites sponsoring other DFSS activities are required to adhere to appropriate rules and regulations regarding those programs.
7. Worksites must submit a statement of medical release for enrollees with physical limitations (i.e. pregnancy, allergies, etc...).
8. All worksites must report any incidents of misconduct involving Youth Reach Chicago participants. These include altercations among youth and/or youth and staff and harassment of any kind.
9. Worksites planning to operate maintenance or beautification projects are required to plan a second work activity in event of inclement weather or a heat index which prohibits outside work activity.
10. Upon request, worksites must schedule a time for DFSS or hub staff to present workshops or other information.
11. Worksites must provide written permission with the worksite request for use of the facility where they will be housed. For example; if using a church, the pastor's signature is required; if using a school, the principal's signature is required.
12. Worksites must adhere to all reporting requirements published by the Youth Ready Chicago program.

C. Illinois Child Labor Laws - Time Restrictions and Guidelines

The Illinois Child Labor Law (820 ILCS 205/1 et seq.) regulates the employment of minors under the age of 16 years of age and requires all minors to have employment certificates.

The Superintendents of Schools or their duly authorized agents issue employment certificates.

HOURLY RESTRICTIONS

1. When school is in session, children 14 and 15 years of age may work:
 - Up to 3 hours per day;
 - Up to 24 hours per week, and

- The combined hours of school and work may not exceed 8 hours per day.

2. When school is NOT in session (including summer vacations, holidays and weekends), children under the age of 16 may NOT work.

- More than 8 hours per day;
- More than 6 days per week; nor
- More than 48 hours per week.

3. Daily hours of work may not be before 7:00 AM or after 7:00 PM except between June 1st and Labor Day when working hours may be extended to 9:00 PM.

4. A scheduled meal period of at least thirty (30) minutes must be provided no later than the fifth consecutive hour of work.

Employers of minors must post a schedule stating the hours of work and time of the lunch period. The employer must also furnish any minor she/he intends to employ with a statement describing the specific nature of the work to be performed and the hours and days the minor is to work. The minor must present this statement to his/her school principal when making application for an employment certificate, along with a copy of his/her birth certificate. The minor must be accompanied by a parent or guardian.

When both the Illinois Child Labor Law and the Fair Labor Standards Act child labor provisions cover an establishment, the stricter of the two laws will prevail.

The Illinois Child Labor Law does not apply to the sale and distribution of magazines and newspapers at hours when the schools of the district are not in session; nor to the employment of a minor outside of school hours in and around a home of an employer when the work is not business related; nor to the work of a minor 13 or more years of age, in caddying at a golf course nor to minors 12 and 13 years of age employed as officials at certain sports activities.

D. Illinois Child Labor Laws - Occupations Deemed Hazardous to Minors

Minors under the age of 16 MAY NOT WORK in any of the following Hazardous Occupations:

1. In, about or in conjunction with any public messenger or delivery service, bowling alley, pool room, billiard room, skating rink (except an ice skating rink owned and operated by a school or unit of local government); 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.
2. In the oiling, cleaning or wiping of machinery or shafting;
3. In or about any mine or quarry;
4. In stone cutting or polishing;
5. In or about any hazardous factory work;

6. In or about any plant manufacturing explosives or articles containing explosive components, in the use or transportation of same;
7. In or about plants manufacturing iron or steel, ore reduction works, smelters, foundries, forging shops, hot rolling mills or any place in which the heating, melting or heat treating of metals is carried on;
8. 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 pending machines;
9. In or about sawmills or lath, shingle or cooperage stock mills;
10. In the operation of power driven woodworking machines or off bearing from circular saws;
11. In the operation of freight elevators or hoisting machines and cranes;
12. In spray painting or in occupations involving exposure to lead or its compounds or to dangerous or poisonous dyes or chemicals;
13. 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: (A) busboy 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; (B) 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;
14. In oil refineries, gasoline blending plants or pumping stations on oil transmission lines;
15. In operation of laundry, dry cleaning or dyeing machinery;
16. In occupations involving exposure to radioactive substances;
17. In or about any filling station or service station;
18. In construction work, including demolition and repair;
19. In roofing operations;
20. In excavating operations;
21. In logging operations;
22. In public and private utilities and related services;

23. In operations in or in connection with slaughtering, meat packing, poultry processing and fish and seafood processing.

24. In operations which involve working on an elevated surface, with or without use of equipment, including but not limited to ladders and scaffolds;

25. In security positions or any occupation that requires the use or carrying of a firearm or other weapon, or

26. In occupations which involve the handling or storage of blood, blood products, body fluids or body tissue.

Office employment of 14 and 15 year olds is permitted.

<http://www.state.il.us/Agency/IDOL/forms/pdfs/FLSCLL03.pdf>

Further questions can be addressed by:

ILLINOIS DEPARTMENT OF LABOR
Fair Labor Standards Division
160 North LaSalle Street - Suite C-1300
Chicago, Illinois 60601-3150
Child Labor Law Information: 312-793-2804
Child Labor Hot Line: 800-645-5784