



# Sudden Valley Community Association

4 Clubhouse Circle / Bellingham, WA 98229  
(360)734-6430 / FAX: (360)734-1915  
WWW.SUDDENVALLEY.COM

## **Sudden Valley Community Association, Inc.**

Policy: Employment of Minors Policy  
Policy#: 2022.1  
Date: May 12<sup>th</sup> 2022

### **Policy:**

This Policy addresses work rules, permits, and conditions for working minors under the age of eighteen (18). The Association may not hire minors under the age of fourteen (14).

### **Procedure:**

#### **1.1 Minor Work Permit**

Prior to employing minors, the Association must have a Minor Work Permit endorsement on its business license for each work site where they employ minors, which must be posted as required by law. Minors must be included in the Association's workers' compensation coverage.

#### **1.2 Age Verification**

The Association must maintain copies of record(s) verifying the age of every minor that it employs. Acceptable records include (a) a birth certificate and social security card, (b) a passport, (c) a driver's license, (d) a baptismal record, or (e) a notarized statement from the parent or legal guardian.

#### **1.3 Parent / School Authorization Form**

If the student is working during the school year, a Parent/School Authorization form must be completed by the Association and kept on file at the minor's work site. The Association must complete this form before obtaining signatures from the minor, parent / guardian, and school representative. The Association must renew this form every school year by September 30, or when the minor's schedule changes.

A Parent Authorization for Summer Work form is required for minors who are hired during summer break only. Minors 16 to 17 years old who are emancipated by court order do not need to have a parent/school authorization.

#### **1.4 Job Description and Prohibited Duties**

The Association must keep a job description with a complete description of duties for each position filled by a minor. When assigning duties, the Association shall comply with federal, state, and local law, including Chapter 296-125 WAC. A summary of prohibited and hazardous duties for minors is attached as Appendix 1.



# Sudden Valley Community Association

4 Clubhouse Circle / Bellingham, WA 98229  
 (360)734-6430 / FAX: (360)734-1915  
 WWW.SUDDENVALLEY.COM

1.5 Hours of Work

The Association must limit the hours worked by minors as follows:

|   | Hours per day                  | Hours per week | Days per week | Begin  | Quit  |
|---|--------------------------------|----------------|---------------|--------|---|
| <b>14–15 year-olds</b>  |                                |                |               |        |   |
| School weeks  | 3 hours<br>(8 hours Sat.–Sun.) | 16 hours       | 6 days        | 7 a.m. | 7 p.m.  |
| Non-school weeks  | 8 hours                        | 40 hours       | 6 days        | 7 a.m. | 7 p.m.<br>(9 p.m. June 1 to Labor Day;<br>this is a federal rule) |
| <b>16–17 year-olds</b>  |                                |                |               |        |   |
| School weeks  | 4 hours<br>(8 hours Fri.–Sun.) | 20 hours       | 6 days        | 7 a.m. | 10 p.m.<br>(Midnight Fri.–Sat.)                                   |
| School weeks with a special variance from school  | 6 hours<br>(8 hours Fri.–Sun.) | 28 hours       | 6 days        | 7 a.m. | 10 p.m.<br>(Midnight Fri.–Sat.)                                   |
| Non-school weeks  | 8 hours                        | 48 hours       | 6 days        | 5 a.m. | Midnight  |
| <b>Please note:</b>   |                                |                |               |        |   |
| <ul style="list-style-type: none"> <li>■ An adult must supervise minors working after 8 p.m. in service occupations, such as restaurants and retail businesses.</li> <li>■ Overtime rules apply for all hours worked over 40 in one week.</li> <li>■ These rules also apply to home-schooled teens and teens not enrolled in school.</li> </ul> |                                |                |               |        |   |

Any week with any amount of school time is considered a “school week.”

The Association must not allow minors to work during school hours without a variance. “School hours” for minors are defined as the hours their neighborhood public school is in session. There are two variances:

**Special Variance.** Parents and school authorities can grant a variance that extends hours minors in public and private schools can work. The Special Variance allows minors 16 to 17 years of age to work six hours a day, up to 28 hours in a week. The Association can fill out a Special Variance, located on the Parent/School Authorization form.

**Minor Work Variance.** The Association may also apply for a variance directly with L&I. This Minor Work Variance is for 16- to 17-year-olds who are home-schooled, not enrolled in school, or need to work more hours than allowed under a special variance.



# Sudden Valley Community Association

4 Clubhouse Circle / Bellingham, WA 98229  
(360)734-6430 / FAX: (360)734-1915  
WWW.SUDDENVALLEY.COM

Only minors 16 to 17 years old can work overtime.

Minors who are 16 to 17 years old can work non-school week hours if they are married, are a parent, are enrolled and taking college courses (e.g., Running Start), or have a high school diploma or equivalency (GED). The Association must obtain documentation as proof (e.g., marriage license, college enrollment, etc.) if a minor works under any of these exemptions. Minors 16 to 17 years old who are emancipated by court order do not have hours of work limitations.

## 1.6 Minimum Wage

Minors under the age of sixteen (16) may be paid 85% of the minimum wage. Otherwise, minors must be paid at least minimum wage.

## 1.7 Meal Periods and Rest Breaks

The Association must provide meal and rest breaks, as a minimum, in compliance with the following:

|                     | 14 or 15 Years Old   | 16 or 17 Years Old  |
|---------------------|--|---|
| <b>Meal Periods</b> | A 30-minute uninterrupted meal period every four (4) hours. The meal period must be separate from, and in addition to, rest breaks.  | A 30-minute uninterrupted meal period every five (5) hours. These meal periods must start no less than two (2) hours but no more than five (5) hours from the beginning of their work shift.                |
| <b>Rest Breaks</b>  | A 10-minute paid rest break for every two (2) hours worked. When working a four (4)-hour period, they cannot be required to work more than two (2) hours without either a 10-minute rest break or a 30-minute meal period. | A 10-minute paid rest break for every four (4) hours worked. They must receive a rest break at least every three (3) hours. Breaks must be scheduled as close to the midpoint of a work period as possible. |

Minors cannot waive their meal periods or rest breaks.

### Implementation Plan:

This policy will take effect immediately upon approval by the Board of Directions and will be carried out by each Department that employs minors under the age of eighteen (18).



# Sudden Valley Community Association

4 Clubhouse Circle / Bellingham, WA 98229  
(360)734-6430 / FAX: (360)734-1915  
WWW.SUDDENVALLEY.COM

## APPENDIX A

### Prohibited and Hazardous Duties for Minors

Some jobs are hazardous for young workers. Washington State and federal laws prohibit many jobs and duties for minor workers. Prohibited duties vary depending on the worker's age. See WAC 296-125-030, WAC 296-125-033, and Administrative Policy No. ES.C.4.3 for a full list of prohibited duties.

#### All Minors

The following jobs and duties are prohibited for all minors:

- Slaughtering, meat processing, rendering, and packing
- Any work including operation, repair, oiling, cleaning, adjusting, or setting up of:
  - Power-driven woodworking machines
  - Circular, band, or chain saws
  - Power-driven metal forming, punching, and shearing machines, including guillotine shears
- Handling or exposure to highly toxic, carcinogenic, corrosive, and poisonous chemicals, especially agricultural chemicals of Category I or II toxicity. (Does not include handling sealed containers in retail situations.)
- Handling, use, or manufacture of explosives or blasting agents
- Working where a strike, labor dispute, or lockout exists
- Working higher than 10 feet off the ground or floor level
- Most driving of motor vehicles on public roads to make deliveries. All driving on public roadways is prohibited for those 16 and under.
- Operating forklifts or other heavy equipment such as earthmovers, tractors, backhoes, etc.
- Loading, operating, or unloading of paper/cardboard balers or compactors
- Jobs where respiratory protection or hearing protection is required
- Operating powered meat/food slicers and grinders
- Using powered bakery equipment such as a Hobart mixer
- Working in freezers and meat coolers in processing facilities
- Working alone past 8 p.m. without adult supervision on the premises (this restriction only applies to service occupations, e.g., retail and restaurant industries)
- Working on or around a roof
- Wrecking, demolition, trenching, or excavating
- Operating or riding cargo elevators, manlifts, hoists, and cranes (automatic passenger elevators are okay)
- Flagging or helping on public roadways
- Operating boilers or working in engine rooms
- Operating power-driven woodworking machines
- Handling or using explosives
- Mining



# Sudden Valley Community Association

4 Clubhouse Circle / Bellingham, WA 98229  
(360)734-6430 / FAX: (360)734-1915  
[WWW.SUDDENVALLEY.COM](http://WWW.SUDDENVALLEY.COM)

## Minors Under 16 Years Old

The following jobs and duties are prohibited for minors under the age of sixteen (16):

- Driving an automobile
- House-to-house sales
- Cooking and baking
- Operating or cleaning meat slicers
- Operating food processors
- Operating any power-driven machinery
- Construction
- Manufacturing
- Processing operations
- Public messenger
- Amusement parks
- Loading or unloading trucks
- Transportation, warehouse, storage and work around conveyors
- Ladders and scaffolds, including window washing
- Maintenance and repair in gas stations