# ALASKA DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

ALAGRA DEI ARTIMERT OF EA		AIID I	••	ititi Oi	·OL			IVI - IV I	
For departmental use only	OF THE			For departmental use only					
☐ INDIVIDUAL WORK PERMIT APPROVED	Same and a second			☐ GENERAL DUTIES WORK PERMIT					
☐ APPROVED AS AMENDED:			1	A	APPRO	VED FOR	₹:		
		10:22						MINORS; OR	
No.			,	□ 1	l <b>4 – 17</b>	YEAR (	)LD M	IINORS	
	OF A	LASKA		By:				Date:	
☐ DENIED			GE	ENERAL DU	JTIES V	WORK PI	ERMIT	:	
By: Date:			1.	Employer					
INDIVIDUAL WORK PERMIT:			2. 3.					Wage and Hour office. to the employer.	
1. Employer completes and signs Section A.			4.	Employer	obtains	the signa	ature of	the minor's parent or	
<ol> <li>Parent or guardian completes and signs <i>Section B</i>.</li> <li>Employer verifies minor's age, agrees to keep a copy of the</li> </ol>								or's age and agrees to keep	
proof of age on file at the employer's premises and submits				minor may				employer's premises. The	
work permit by email, fax or in person.			5.	Employer	must re	eturn a co	py of th	ne completed work	
4. When the approved work permit is returned from the department, the minor may begin work.				permit to of minor b				even (7) calendar days	
department, the minor may begin work.				of illinor (	oegiiiiiii	ig to work	<b>i.</b>		
Section (A) to	be com	pleted by E	MPL	OYER					
Name of Employer:		-	DBA	:					
		F 1 F				1			
Employer Email:		Employer Te	lepho	ne Number:		Employ	yer Fax N	lumber:	
Employer Local Mailing Address:			City	and State:				Zip:	
Location of Employment (Physical Address):			City	and State:				Zip:	
Duties to be performed by minor:		Tools, Equip	ment	or Machinery	to be use	d by minor		•	
		Hourly Rate: Pay Periods:					ls:		
Will the minor be working at an establishment that serves alcohol?	ES	NO					RDP n	umber:	
If yes, is there a valid Restaurant Designation Permit (RDP) filed with the A	lcoholic	Beverage Con	trol E	Board?	YES	□ NO	<u> </u>		
√ SEE REVERSE SIDE - FEDERAL					STRIC	T.			
HOURS OF WORK FOR YOUTHS AGES 14 AND 15 YEARS WILL BE RESTRICTED AS INDICATED BELOW:  When school is in session, hours will be limited to a combined total of nine hours of school attendance plus employment in any one day; work will be performed only									
between the hours of 5 a.m. and 9 p.m. Total hours worked in one	week wil	l be limited to	23 ho	urs.	•	·	•		
<u>During school vacations</u> , work hours will be limited to a maximum hours of 5 a.m. and 9 p.m.	of 8 hou	ırs per day and	a max	kimum of 40 ho	ours per v	veek; work	will be pe	erformed only between the	
Alaska law (AS 23.10.350 (c)) states that a minor under 18 years of age:									
<ul> <li>(i) May not be employed or allowed to work more than six days a wee</li> <li>(ii) Who works for five (5) consecutive hours without a documented, 3</li> </ul>		autiva mimuta l	ماده ماد	ia ta baya a d		ad huaals af	ot loost 3	20 conscentive minutes	
before continuing to work.									
I affirm and agree that such working conditions will be maintained and that ar Development. I also affirm that I have verified and will keep on file valid pro								f Labor and Workforce	
Drinted Name of Employer or A - art A - time for E	_	iomoti					_	oto	
Printed Name of Employer or Agent Acting for Employer  Section (B) to be completed by PA	Signature							ate	
Name of Minor (Print):	Address		, pri	<u></u> to employi				Date of Birth:	
I affirm that I am the <u>parent/stepparent</u> or the <u>legal guardian</u> of authorized by the Alaska child labor laws, Alaska Statutes 23.10.325-370.	the abov	e-named mino	r and	that such min	or has m	y consent to	be emp	loyed in any occupation	

NOTICE: All information requested is required to process this work permit. Records of the Department are public records and may be subject to inspection and copying under AS 40.25.110-220 or be provided to other State agencies (see AS 44.99.310).

Signature (Legal guardian must attach documentation) Telephone Number

Date

Printed name of parent/legal guardian

DOLWD - LSS

Wage and Hour Administration 1111 West Eighth Street, Suite 302 Juneau, Alaska 99801-1149 Phone: 907-465-4842

Juneau.LSS-WH@alaska.gov

FAX: 907-465-3584

DOLWD - LSS

Wage and Hour Administration 1251 Muldoon Road, Suite 113 Anchorage, Alaska 99504 Phone: 907-269-4909

FAX: 907-269-4915 Anchorage.LSS-WH@alaska.gov

DOLWD - LSS Wage and Hour Administration 675 7th Avenue, Station J-1 Fairbanks, AK 99701 Phone: 907-451-2886 FAX: 907-451-2885

Fairbanks.LSS@alaska.gov

#### EMPLOYERS PLEASE NOTE:

#### OCCUPATIONS PROHIBITED TO ALL MINORS UNDER 18:

- 1. Occupations in manufacturing, handling, or use of explosives.
- Occupations of motor vehicle driver or helper (limited exceptions.) 2.
- 3. Mining operations including coal.
- Logging or occupations in the operations of any sawmill, lath mill, shingle mill or 4. cooperage.
- 5. Operations of power-driven woodworking machines.
- Occupations with exposure to radioactive substances and to ionizing radiation. 6.
- 7. Occupations involving exposure to bloodborne pathogens.
- Operation of elevators or other power-driven hoisting apparatus. 8.
- Operation of power-driven metal forming, punching, and shearing machines.
- 10. Occupations involving slaughtering, meatpacking or processing, or rendering.
- Occupations involved in the operation and cleaning of power-driven bakery machines.
- 12. Occupations involved in the operation of power-driven paper products machines
- Occupations involved in the manufacture of brick, tile, and kindred products. 13.
- 14 Occupations involved in the operation and cleaning of circular saws, band saws and guillotine shears
- Occupations involved in wrecking, demolition, and shipbreaking operations. 15.
- Occupations involved in roofing operations. 16.
- Occupations involved with excavation operations. 17.
- Electrical work with voltages exceeding 220, or outside erection or repair, and 18. meter-testing, including telegraph and telephone lines.
- Occupations involved in canvassing, peddling, door-to-door solicitation, or sales. 19.

### IF UNDER 16 THESE ADDITIONAL OCCUPATIONS ARE ALSO PROHIBITED:

- 1. Occupations in manufacturing, mining, or processing, including work rooms or places where goods are manufactured, mined, or otherwise processed.
- 2. Occupations involved in operation of hoisting or power-driven machinery other than office machines.
- 3. Operation of motor vehicle or service as helper on motor vehicle.
- Public messenger service. 4.
- Occupations in or about canneries, seafood plants, including cutting, slicing, or 5. butchering, or the operation of any floating plant and including loading or
- Work performed in or about boilers, engine rooms, or retorts. 6.
- Work involved with maintenance or repair of the establishment's machines or 7. equipment.
- 8. Occupations that involve working from window sills, ladders, scaffolds, or their substitutes.
- 9. Occupations which involve operating, setting up, adjusting, cleaning, oiling, or repair of power-driven food slicers, grinders, choppers, cutters, and bakery-type
- 10. Work in freezers, meat coolers, or preparation of meat for sale.
- 11. Loading or unloading to and from trucks, railroad cars, or meat conveyors.
- Occupations in warehouses except office and clerical work. 12
- Occupations involving use of sharpened tools. 13.
- Occupations in transportation of persons or property, warehousing and storage, 14 construction (including demolition and repair) except office or sales work in connection with these occupations.

State Law

The federal prohibition on the hours 14 and 15 year old minors may be allowed to work is stricter than Alaskan law. Due to this conflict, an employer of 14 or 15 year old minors may find that they are in compliance with State law, but in violation of federal law. For example:

#### Federal Law

Children 14 and 15 years old may only work:

- Outside school hours.
- No more than 40 hours in any one week when school is not in session. 2.
- Not more than 18 hours in any week when school is in session. 3.
- Not more than 8 hours in any one day when school is not in session. 4.
- Not more than 3 hours in any one day when school is in session. 5.
- Between 7 a.m. and 7 p.m. in any one day except during the summer (June 1 through Labor Day), when the evening hours will be 9 p.m.

- Children 14 and 15 years old may work: A total of 9 hours of school and work combined in one day.
- Only between the hours of 5 a.m. to 9 p.m.
- 3. No more than 23 hours per week outside of school hours (domestic work and babysitting excepted).
- No more than 6 days per week.

There are certain exceptions to the federal law; for example, children in work-study programs through their schools are exempt from some or all of the hour restrictions. For further information on the federal law, contact the United States Department of Labor, Wage and Hour Division, Telephone: 1-866-487-9243. Or in Anchorage: (907) 271-2867

## TITLE 4 ALCOHOLIC BEVERAGES -- ALASKA STATUTES

AS 04.16.049. Access of persons under the age of 21 to licensed premises:

- (a) A person under the age of 21 years may not knowingly enter or remain in premises licensed under this title unless:
  - accompanied by a parent, guardian or spouse who has attained the age of 21 years;
  - the person is at least 16 years of age, the premises are designated by the board as a restaurant for the purposes of this section, and the person enters and remains only for dining; or
  - (3) the person is under the age of 16 years, is accompanied by a person over the age of 21 years, the parent or guardian of the underaged person consents, the premises are designated by the board as a restaurant for the purposes of this section, and the person enters and remains only for dining.
- (c) Notwithstanding any other provision in this section, a person between 16 or 17 years of age may enter and remain within the licensed premises of a hotel, restaurant, or eating place in the course of employment if
  - the employment does not involve the serving, mixing, delivering, or dispensing of alcoholic beverages;
  - the person has the written consent of a parent or guardian; and
  - an exemption from the prohibition of AS 23.10.355 is granted by the Department of Labor and Workforce Development. The board, with the approval of the governing body having jurisdiction and at the licensee's request, shall designate which premises are hotels, restaurants, or eating places for the purposes of this subsection.
- (d) Notwithstanding any other provision in this section, a person 18, 19, or 20 years of age may be employed within the licensed premises of a hotel, restaurant, or eating place, may enter and remain within those premises for the purpose of employment, but may not in the course of employment, sell, serve, deliver, or dispense alcoholic beverages.

#### TOBACCO and PULL-TABS

AS 11.76.106 restricts access to areas where tobacco and tobacco products are sold. Minors under 19 years may not sell tobacco or tobacco products in the course of their employment. 15 AAC 160.480(b) prohibits the sale of pull-tabs by anyone under the age of 21.