

ALASKA DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT



INDIVIDUAL WORK PERMIT:

<i>For Department Use Only</i>	
<input type="checkbox"/> APPROVED INDIVIDUAL WORK PERMIT	
<input type="checkbox"/> APPROVED AS AMENDED:	
<input type="checkbox"/> DENIED	
By: _____	Date: _____

GENERAL DUTIES WORK PERMIT:

<i>For Employer Use: Requested Age Range</i>	
<input type="checkbox"/> 16 – 17 YEAR OLD MINORS	
<input type="checkbox"/> 14 – 17 YEAR OLD MINORS	
<i>For Department Use Only</i>	
<input type="checkbox"/> APPROVED	
<input type="checkbox"/> DENIED	
By: _____	Date: _____

1. Employer completes and signs *Section A*.
2. Parent or guardian completes and signs *Section B*.
3. Employer verifies minor's age, keeps a copy of the proof of age on file, and submits work permit by email.
4. When the approved work permit is returned from the Department, the minor may begin work.
5. Work permit is valid until employment is terminated.

1. Employer marks requested age range above, completes and signs *Section A*.
2. Employer submits work permit to Wage and Hour office by email.
3. The approved permit is returned to Employer as a master copy.
4. The minor's parent or guardian completes *Section B*, Employer verifies minor's age and keeps a copy of the proof of age on file.
5. The minor begins work.
6. Employer returns a copy of the completed work permit to the Department **within seven (7) days** of minor beginning work.
7. Work permit is valid through the approved calendar year.

A Section (A) to be completed by EMPLOYER			
Name of Employer: _____		Doing Business As (DBA): _____	
Employer Email: <i>(if no email, please provide fax number):</i> _____		Employer Telephone Number: _____	Employer Fax Number: _____
Employer Local Mailing Address: _____		City and State: _____	Zip: _____
Location of Employment (Physical Address): _____		City and State: _____	Zip: _____
Duties to be performed by minor: _____		Tools, Equipment or Machinery to be used by minor (be specific): _____	
		Hourly Rate: _____	Pay Periods: _____
Will the minor be working at an establishment that sells alcohol? <input type="checkbox"/> YES <input type="checkbox"/> NO			Alcohol License #: _____
If yes, is your alcohol license a Restaurant or eating place license or do you have a restaurant endorsement with the Alcohol Beverage Control Board? <input type="checkbox"/> YES <input type="checkbox"/> NO			Restaurant Endorsement #: _____
I affirm and agree that such working conditions will be maintained and that any and all changes shall have the prior approval of the Commissioner of Labor and Workforce Development. I also affirm that I have verified and will keep on file valid proof of age of this minor employee at the employment premises.			
Printed Name of Employer or Agent Acting for Employer _____		Signature _____	Date _____
B Section (B) to be completed by the PARENT or GUARDIAN of the minor			
Name of Minor (Print): _____		Address: _____	Date of Birth: _____
I affirm that I am the SELECT ONE: <input type="checkbox"/> Parent/Stepparent or the <input type="checkbox"/> Non-Parent Legal Guardian of the above-named minor and that such minor has my consent to be employed in any occupation authorized by the Alaska child labor laws, Alaska Statutes 23.10.325-370.			
Printed name of parent/legal guardian _____	Signature (Legal guardian must attach documentation) (Power of Attorney or Guardianship documents) _____	Telephone Number _____	Date _____

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 or be provided to other State agencies (see AS 47.12.310). Do not submit proof of age with the permit.

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Statewide.wagehour@alaska.gov

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Wage and Hour
675 Seventh Avenue, Station J-1
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Phone: (907) 269-4900
Statewide.wagehour@alaska.gov

EMPLOYERS PLEASE NOTE:

OCCUPATIONS PROHIBITED TO ALL MINORS UNDER 18:

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

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.
4. Public messenger service.
5. Occupations in or about canneries, seafood plants, including cutting, slicing, or butchering, or the operation of any floating plant and including loading or unloading.
6. Work performed in or about boilers, engine rooms, or retorts.
7. Work involved with maintenance or repair of the establishment's machines or 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 mixers.
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.
12. Occupations in warehouses except office and clerical work.
13. Occupations involving use of sharpened tools.
14. Occupations in transportation of persons or property, warehousing and storage, construction (including demolition and repair) except office or sales work in connection with these occupations.

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:

1. Outside school hours.
2. No more than 40 hours in any one week when school is not in session.
3. Not more than 18 hours in any week when school is in session.
4. Not more than 8 hours in any one day when school is not in session.
5. Not more than 3 hours in any one day when school is in session.
6. 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.

State Law

Children 14 and 15 years old may work:

1. A total of 9 hours of school and work combined in one day.
2. 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).
4. 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 and MARIJUANA/CANNABIS-- ALASKA STATUTES

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

(a) A person under 21 years of age may not knowingly enter or remain in premises licensed under this title unless

- (1) accompanied by a parent, guardian, or spouse who has attained 21 years of age;
- (2) the person is allowed to enter and remain on the premises under a 76 restaurant or eating place license issued under AS 04.09.210, seasonal restaurant or eating place tourism license issued under AS 04.09.360, or restaurant endorsement issued under AS 04.09.450;
- (3) the person is permitted on the premises under a club license issued AS 04.09.220(g) or former AS 04.11.110(g); or
- (4) otherwise provided under (c), (d), or (g) of this section.

(b) Notwithstanding (a) of this section, a license or an agent or employee of the licensee may refuse entry to a person under 21 years of age to that part of licensed premises in which alcoholic beverages are sold, served, or consumed, may refuse service to a person under 21 years of age, or may require a person under 21 years of age to leave the portion of the licensed premises in which alcoholic beverages are sold, served, or consumed.

(c) Notwithstanding any other provision in this section, a person 16 or 17 years of age may enter and remain within the licensed premises of a hotel or motel, large resort, golf course, general wholesaler, limited brewed beverage and wine wholesaler, common carrier dispensary, outdoor recreation lodge, or restaurant in the course of employment if

- (1) the employment does not involve the serving, mixing, delivering, or dispensing of alcoholic beverages;
- (2) the person has the written consent of a parent or guardian; and
- (3) an exemption from the prohibition of AS 23.10.355 is granted by the Department of Labor and Workforce Development.

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.

THIS FORM IS AVAILABLE ON THE INTERNET AT: www.labor.state.ak.us/lss/forms/workpermit.pdf