

## **Students**

### **Work Permits**

#### **Employment of Students**

The Board of Education supports the employment of students as an educational experience in the world of work. Such experience includes (1) general employment of students inside or outside of school in which students obtain their own employment or are aided by placement services of the Guidance Department and the Department of Vocational Education; and (2) specific employment of students in state-approved training stations as part of funded work-study or vocational-study related programs as an extension of the cooperative work educational classroom activities.

#### **School Employment**

Whenever feasible, the school system shall provide a program of part-time employment opportunities for high school students ages 15 and older to work within the schools under the supervision of qualified staff personnel. Such part-time employment shall be open to all students in keeping with their individual abilities and with the particular needs of the school(s) for student help. Employed students shall be paid for services rendered at least the minimum hourly wage rate. Student eligibility for employment shall be based upon full-time school attendance, good academic standing, and reliable work performance in assigned duties. In cases where it may be deemed essential, students may be scheduled for early school release to report to their designated training stations.

#### **Student After-School Employment**

If a student wants to work while attending school, guidance personnel shall make efforts to help them obtain employment. However, the student shall be cautioned against assuming work commitments that will interfere with studies and achievements in school.

#### **Work-Study Student Employment**

In cooperation with various local and area business and industries, the school system shall establish and maintain work-study programs for juniors and seniors in the high school. Such cooperative work-study programs are defined as programs of vocational education approved by the State Board of Education and the Commissioner of Labor for students, who, through a cooperative arrangement between the school and employers, receive instruction, including required academic courses and related vocational instruction by alternation of study in school with a job in any occupational field, provided these experiences are planned and supervised by the school and employers so that each contributes significantly to the student's education and to his/her employability.

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#### **Work-Study Student Employment (continued)**

Insofar as feasible, each of those work experience programs shall be tailored to meet the vocational needs of the individual students by his/her guidance counselor and teacher/coordinator, the first in guiding him/her in the choice of appropriate academic subjects as early as possible in his/her school career and the latter in the proper placement in the most relevant employment training station in his/her senior year.

Students enrolled in work-study programs such as diversified occupations, business and office occupations, marketing education, allied health, occupational food services, automobile mechanics, appliance repair, graphic arts, trade and industry occupations, etc., may earn a total of two Carnegie units per year (one for classroom, one for on-the-job training) toward graduation per year for their successful work experience and may be scheduled for early release time from school to report to their work experience assignments.

All work-study programs shall be conducted by the school system in accordance with state/federal education and labor department guidelines and regulations.

#### **Working Papers for Minors**

Statement of Age Forms are used as a verification of a minor's legal age for employment purposes. This employment certification is also commonly referred to as "working papers." Working papers are required for minors 16 and 17 years of age who desire nonhazardous jobs in any manufacturing, mechanical, service recreation, amusement, restaurant or mercantile establishment; minors 15 years of age who desire nonhazardous jobs in any mercantile establishment; and minors over 14 years of age who wish to work as a caddie or in a pro shop at any municipal or private golf course.

Minors age 14 to 18 receive employment certificates from the Superintendent of Schools or his/her designated agent. The high school issues working papers only to resident students in the town.

If a Connecticut resident secures employment in another state, that state issues the papers. A minor who is an out-of-state resident may apply to the Superintendent or designee for working papers if the prospective employment is located in New Milford.

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#### **Evidence of Age**

Applicants must appear in person, have evidence of age, and a written promise of employment. Satisfactory evidence of age can be shown by: Birth Certificate, Driver's License, Baptismal Certificates, Service ID's and (as a last resort) Information on School District Cumulative Records.

#### **Written Promise of Employment**

The written promise of employment is issued by the employer and must state exactly and specifically what the job is and must be signed by an officer of the employer. This form should be examined very carefully and if any changes or alternations appear, they should be verified with the employer. A state "promise of employment" form is generally used, but a written promise of employment on letterhead paper or regular stationery from an employer is acceptable.

#### **Working Papers**

Working papers are made out in triplicate -- one copy for the minor, one copy for the employer, and the original for school files. It should be signed, not typed, in the appropriate place by issuing officer. Records may be destroyed when the minor reaches 18 years of age.

Legal Reference:      Connecticut General Statutes  
                                 10-193 Certificate of age of minors in certain occupations  
                                 10-194 Penalty  
                                 10-195 Evidence of age  
                                 10-197 Penalty for employment under fourteen  
                                 10-198 False statement as to age  
                                 Working Papers Manual – State Department of Education 2009

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NEW MILFORD PUBLIC SCHOOLS  
New Milford, Connecticut